

Career Coaching Services Newsletter

NEW YEAR, NEW CAREER GOALS OUR SEMINARS CAN HELP YOU SUCCEED!

‘MANAGING YOUR CAREER IN CHANGING TIMES’ SEMINAR

Our most popular career seminar will be in session three times this season! Participants meet once a week for six-90 minute sessions. These group sessions help in building self-awareness to clarify career direction, exploring career alternatives, and learning about the latest job search trends including resumes, interviewing, and LinkedIn. At the conclusion of the seminar, each participant is also eligible for a one-on-one consultation with their career coach.

- **Virtual sessions started January 14th through February 18th.** Participants are meeting once a week for six-90 minute sessions in a virtual format.
- **In-Person at the John C Hart Memorial Library begins February 25th. Registration is open and links are posted here!**
- **In-Person at the Town of Pelham Public Library to begin on March 12th.** Registration will be opening soon!

A Professional Career Coach can help with your next career move!

NEW WORKSHOPS COMING SOON!

‘TEEN JOB SEARCH WORKSHOP’ March 27th Virtual workshop that will help you land a part-time or summer job!

‘UNLEASHING CAREER OPPORTUNITIES THROUGH NETWORKING’ April 10th at John C. Hart Memorial Library. Learn to enhance your job search and overcome your concerns by participating in this in-person workshop.

CHECK OUR WEBSITE FOR WORKSHOP REGISTRATION DATES

OUR FALL 2024 SPEAKER SERIES

‘LEVERAGING AI FOR TARGETED RESUME WRITING: SHOWCASING YOUR UNIQUE VALUE’ November 2024 Our Speaker Series featured award-winning resume writer Denise Bitler, who demonstrated how to incorporate AI technology into creating a resume that presents one’s unique value to prospective employers. Denise is a national conference speaker and workshop developer/presenter. With 30+ years of experience in HR, she brings a distinctive perspective to your career search. This was a most popular event with record attendance!



**NEW IN-PERSON
CAREER SEMINAR
STARTS
FEBRUARY 25TH!**

**‘MANAGING YOUR
CAREER IN
CHANGING TIMES’**

REGISTER NOW!

<https://bit.ly/40hZXVE>

Or scan:



Take advantage of this unique opportunity to personally participate in this group environment facilitated by a Professional Career Coach!
Tuesdays from
10am to 11:30am

Once you register, you will be contacted via email or phone call to schedule a virtual orientation. Please respond as soon as possible to secure your space in the seminar.

John C. Hart Memorial Library
1130 East Main Street
Shrub Oak, NY 10588
(914) 738-1234

*"Never underestimate
the power you have to take
your life in a new direction."*

Germany Kent

CAREER COACHING SERVICES (CCS)

WLS offers specialized programs with trained professionals to guide you in your career path. Career Development virtual seminars, interactive workshops, and career-related speaker events are offered throughout the year facilitated by professional career coaches. Seminars provide career strategies to build self-awareness to clarify career direction, explore career options and alternatives, learn about latest job search trends, and develop career goals.

OUR MISSION

The mission of the Westchester Library System (WLS) is to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries.

Career Coaching Services
Westchester Library System
570 Taxter Road, Suite 400
Elmsford, NY 10523
914-231-3238

wlscareercoachingservices@wlsmail.org
<https://wlscareercoachingservices.org/>



Empowering libraries. Empowering communities.

“NEW YEAR, NEW OPPORTUNITIES: TIPS FOR NAVIGATING THE JOB MARKET IN 2025”



By **KATHLEEN TRUAX**

The New Year is a time for reflection and new beginnings. It's also when many professionals consider exploring new career opportunities. If you're among those diving into the job market this year, here are some practical tips to help you stand out and make your search more effective.

1. Craft a Winning Resume

Your resume should act as a highlight reel of your accomplishments, tailored to the specific job you're targeting. Avoid simply copying and pasting job descriptions; instead, focus on showcasing measurable

achievements. Make your resume easy to skim by using concise bullet points and clear formatting. Don't forget to optimize it for AI screening systems by including relevant keywords and industry-specific terminology.

2. Read Job Postings Carefully

Before applying, thoroughly review the job description. If you meet at least 80% of the qualifications, it's usually worth applying. However, pay close attention to non-negotiable requirements such as certifications or highly specific industry expertise. Smaller organizations, in particular, may lack the resources to train extensively, so these requirements are often critical.

3. Be Strategic About Submitting Your Resume

Don't apply to jobs hoping the employer might find another position that suits your background. Instead, do your research to identify recruiters or hiring managers with expertise in your field. Many recruiters provide an email, InMail option, or website submission portal for resumes—use these avenues strategically.

4. Maintain Consistency in Your Story

Gaps or transitions in your career are normal, but honesty is essential. Avoid stretching the truth or omitting details. Employers appreciate candidates who address changes with transparency and grace. If you've had two or three short stints, explain them candidly and be prepared to reassure employers about your long-term commitment.

5. Reflect on Your Goals

Take time to understand your wants and needs for your next position. Be prepared to answer, "What does the ideal role look like for you?" Clarity about your priorities will help you target opportunities that align with your career path.

6. Follow Up Thoughtfully

There's a fine line between persistence and being overbearing. While following up demonstrates enthusiasm, sending multiple messages or emails daily can turn hiring managers off. Strike a balance by following up professionally and respectfully.

7. Embrace Positivity

A positive attitude is contagious. Regardless of how long your job search takes or any frustrations you encounter, remain optimistic. Negativity can raise red flags, while positivity signals resilience and confidence. Frame your experiences in a way that highlights growth and learning.

Looking Ahead

The job market journey can be challenging, but with preparation, honesty, and a positive outlook, you can set yourself up for success. Make 2025 the year you achieve your career aspirations. Stay focused, stay motivated, and approach every opportunity with confidence. Here's to a fresh start and new opportunities!

Truax, Kathleen. (2024, Dec. 30). "New Year, New Opportunities: Tips for Navigating the Job Market in 2025" [Article]. LinkedIn. <https://bit.ly/4fREis1>

Kathleen writes on LinkedIn about recruiting technologies, interviewing, retention planning, and career planning.