

Career Coaching Services Newsletter

COMING SOON! NEW CAREER SEMINAR & WORKSHOP DATES!

WINTER/SPRING 2026 SEMINARS 'MANAGING YOUR CAREER IN CHANGING TIMES' - Our most popular career seminar will be offered twice:

- **A VIRTUAL SEMINAR** begins on March 10th at your computer from 6:00pm–7:30pm. To register, click here: <https://bit.ly/4akfZ6n>
- **AN IN-PERSON SEMINAR** begins on April 13th will take place at the Pelham Library from 12:00pm-1:30pm. Check our website for registration details.

Both seminars will be facilitated by professional Career Coaches, and will meet once a week for six-90 minute sessions. Participants build self-awareness to clarify career direction, explore career alternatives, and learn about the latest job search trends including resumes, interviewing, and LinkedIn. At the conclusion of the seminar, each participant is eligible for a one-on-one consultation with their career coach.

OUR WORKSHOPS KEEP YOU UPDATED ON THE LATEST TOPICS! FACILITATED BY PROFESSIONAL CAREER COACHES!

'TIPS, APPLICATIONS, RESUMES & MORE—TEEN JOB SEARCH WORKSHOP' to help teens land a part-time or summer job. A free virtual workshop taking place on **Wednesday, March 25th at 6pm**. Learn what type of jobs are available for teens, where to look for jobs, how to answer questions on the job application, and what to share and ask during the interview. Registration information coming soon on our website.

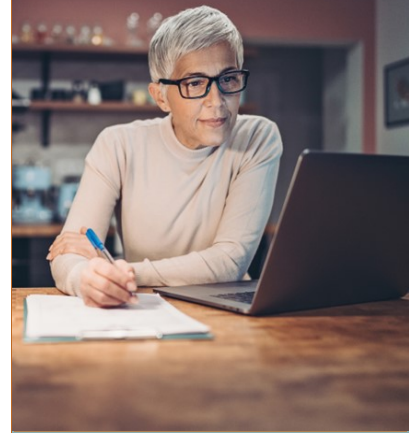
'TIPS FOR SUCCESSFUL INTERVIEWING' to be held in person at the White Plains Public Library on **Wednesday, April 29th from 6:30pm– 8:00pm**. This interviewing workshop will help you with tips to prepare for the interview and stand out in a competitive job market! Understand the different types of interviews and how AI tools can help you prepare effectively. Learn how to enhance your interview skills and techniques. To register, click here: <https://bit.ly/4rj71fg>

'OVERCOMING AGEISM IN THE WORKPLACE' will be held in person at the White Plains Public Library on **Wednesday, May 13th from 6:00pm–7:30pm**. Learn to address ageism assumptions and myths, modernize your resume and LinkedIn profile, and target employers' needs. Join us as we discuss how to protect your job search and career from age bias. Watch our website for registration information.



HIGHLIGHTS FROM OUR POPULAR FALL RESUME WORKSHOP

'Latest Trends in Resumes' was offered on November 19th at the Lewisboro Library. Participants learned how to create a resume that stands out from the competition. Discussion topics included techniques to make your resume ATS friendly, using AI to help inspire content, and how key sections can help market one's strengths to potential employers.



HAVE YOU VISITED OUR CAREER COACHING SERVICES WEBSITE?

WLS Career Coaching Services
Empowering Your Successful Career Journey



Our Career Coaching Services website is filled with articles, guides, and tools to empower your successful career journey. From resumes and interviewing to networking effectively, we've got you covered. Whether you're a recent graduate, career professional, or seasoned executive, we have the tools to guide you towards success. Stay updated with the latest employment and career trends. Read about our seminar and workshop offerings, and register for events as well.

Start your search here, or scan the QR code above:

www.wlscareercoachingservices.org

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You don't have to see the whole staircase, just take the first step.

MARTIN LUTHER KING

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

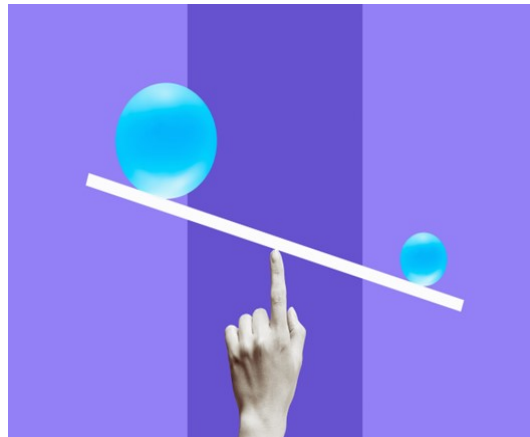
The mission of the Westchester Library System (WLS) is to empower lives and communities by connecting people in Westchester County with the resources, services and programs available through WLS and the member libraries.

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“THE VALUE OF A BALANCED JOB SEARCH”



Cut through the noise: find out why fewer applications and more thoughtful connections dramatically improve results.

Have you noticed an abundance of applicants for every job you apply to on a job board? That’s today’s “Easy Apply” job market: fast, convenient, but extremely crowded. Automation tools that can “auto-apply” have filled Applicant Tracking Systems (ATS) with low-quality submissions, making it harder to stand out and be found.

The flood of automated applications has created more noise than opportunity. A more BALANCED approach – combining strategic job board applications with targeted networking – is key to landing more interviews.

JOB BOARD STRATEGIES

1. **TARGET YOUR COMPANIES:** Choose 20 to 30 organizations that align with your skills, goals, and values. Follow them on LinkedIn and set job alerts so you’re among the first to see new postings.
2. **USE NICHE JOB BOARDS:** Go beyond the big platforms. Explore industry specific boards (e.g., functional or regional) and Facebook or Reddit groups, where mid-size to smaller firms post opportunities.
3. **BE SELECTIVE:** Candidates who meet 60% to 75% of qualifications and target smaller or mid-size firms with a strategic, relationship-driven search tend to land jobs fastest – often within six months.
4. **APPLY IN TWO PLACES:** It’s smart to apply on both company career pages and on LinkedIn. Applicants who apply directly through a company’s careers page are four times more likely to be hired than those who apply through job boards. It’s also important to apply using LinkedIn Easy Apply, as some companies use this tool as their ATS.

NETWORKING STRATEGIES

Job boards get you seen, but a personal referral increases the chance of landing the role. Candidates referred by someone on the inside are five times more likely to be hired than those who apply cold.

1. **START WITH YOUR CIRCLE:** Reconnect with former co-workers, mentors, and classmate
2. **BE VISIBLE:** Engage on LinkedIn by commenting, posting insights, and following people at your target companies.
3. **JOIN SMALLER COMMUNITIES:** Alumni groups, Slack or Discord channels, and professional Facebook communities are where jobs often surface first.
4. **OFFER VALUE:** Share resources, congratulate wins, and make introductions. Authenticity builds trust.
5. **STAY CONSISTENT:** Follow up periodically; real opportunity comes from sustained engagement, not one-off outreach.

When balanced, these strategies and targets reinforce one another. Using a balanced job search can help you position yourself for increasing reach and visibility, and help accelerate successful outcomes.

Adapted from “The Value of a Balanced Job Search” by Jean Stoner, November 2025, [Career Experts Group](#)

Jean Stoner is a freelance Career Portfolio Writer and Strategic Job Search Coach who helps executives and professionals advance, pivot, or reenter the workforce with clarity and confidence. Jean has partnered with more than 3,000 professionals to navigate career transitions and accelerate job searches. She is the Co-Founder of Career Experts Group, a Career Thought Leaders Career Authority Member, and a Certified Personal Branding Strategist, Resume Writer, and Hidden Job Search Coach.