October 2026

Career Coaching Services Newsletter

🍂 Fall Into Your Your Next Chapter

Looking to change careers, return to work, advance professionally, or simply find a better fit? Taking small steps today can create big possibilities tomorrow. Let's get started!

- **Identify** your interests and set career goals.
- **Build** your network and engage with employers.
- **Strengthen** your resume and interview skills.
- **Reflect** on your progress and plan your next steps.
- **Choose one action:** update your resume, research a new industry, contact a professional connection, take an online course, or participate in a career workshop.

Your **WLS library card** is your gateway to free online resources that can be used to advance your skills, learn new software, and much more.

RESOURCES YOU CAN ACCESS WITH YOUR LIBRARY CARD

LinkedIn Learning: Choose from thousands of online courses to learn in-demand skills from real-world industry experts.
Tutor.com/westchester: Career and job search assistance such as resume building, cover letter writing, interview preparation, and job board navigation.

IN-PERSON WORKSHOPS STARTING SOON!

- **'LATEST TRENDS IN RESUMES'** will be offered at the Tuckahoe Library on November 16th at 6pm. Learn how to create a resume that stands out from the competition. Your should always keep your resume current! Register **HERE** to participate.
- **'TIPS FOR SUCCESSFUL INTERVIEWING'** will take place at the Greenburgh Library on December 1st from 6:30pm - 8pm. Standout in a competitive job market! Be more confident and ready for your next interview. Click **HERE** to register. The workshop will take place in the multi-purpose room.

CAREER SEMINARS UNDERWAY THIS FALL

Our popular seminar, **'MANAGING YOUR CAREER IN CHANGING TIMES'**, kicked off at two locations this Fall: on September 29th in the evening at the Chappaqua Library, and on October 7th in the afternoon at the Eastchester Library. Sessions are being held in-person once a week for 90 minutes, with each week building upon topics such as self-awareness to clarify your career direction, exploring career alternatives, and learning about the latest job search trends.

All participants will also receive a free one-on-one session with the career coach.

WATCH FOR NEW SEMINAR DATES IN 2027!
BOTH VIRTUAL AND IN-PERSON FORMATS WILL BE OFFERED!



914INC. THE BUSINESS MAGAZINE OF WESTCHESTER

'BLUE CAREER AIMS TO CLOSE WESTCHESTER'S SKILLED TRADES GAP'

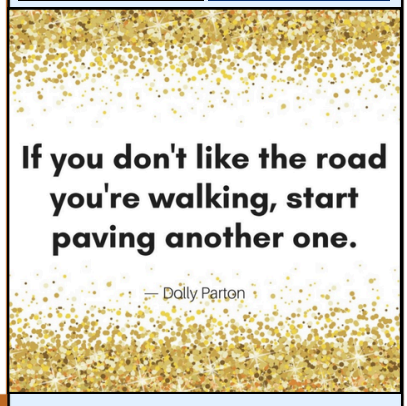
by Cloey Callahan, September 17, 2026

Special Feature! Read the 914INC. interview with WLS Director of Small Business and Workforce Development Peter Riffel.

As Westchester County pushes ahead with ambitious plans for housing, transportation, and infrastructure, one quiet question looms over those efforts: Who is going to do the work?



BLUE CAREER



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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westchester LIBRARY SYSTEM
Empowering libraries. Empowering communities.

CCS

'How to Connect With Employers and Find a Job in Westchester'



In today's world of AI-scanned resume filters and other high-tech gatekeepers, it's challenging for job seekers to make contact with potential employers. We asked three workforce-development professionals to offer advice on how to connect with real humans looking to hire.

Nailing an interview in the current job market can be tough, said Jason Chapin, director of workforce development at the Westchester County Association (WCA). The WCA offers workshops, training, career pathway programs, and partners with regional companies and organizations. "It's been hard for recent college grads and people returning to the workforce," Chapin said.

Especially with today's impersonal online applications, it's vital to develop a job-hunting plan, he added.When distributing your resume online, quality is more important than quantity. "Customize it for each position you're applying for and make sure it includes key words contained in the job description," he said. And even though job boards and sites like Indeed and Linkedln make it a breeze to upload multiple resumes, Chapin advised restraint: "Don't just send out resumes willy-nilly and waste your time and other people's by applying to jobs you're not qualified for. You'll also get better results if you apply for jobs using employer websites." Another strategy: get out there in person. "Job fairs and other hiring events are valuable because you can meet face to face with a recruiter, hand them your resume, and have a brief but significant conversation," said Chapin. "Telling family, friends, and other people you know that you're looking for a job can also help open doors." Another tactic: widen your job-search parameters. "If, for instance, you majored in marketing, you might not automatically consider the healthcare field," Chapin said. "But hospitals and other large healthcare organizations have a variety of entry points for jobs; not all are patient oriented." Job seekers might find openings in information technology, human resources, administration, marketing, transportation, security, or food service departments. "It's important to think outside the box; you never know what might turn up."

There's no magic formula to connect with employers in today's job-search world, said Sherry Bruck, a career center operator for the Westchester-Putnam Career Center Network. "It's not easy, and it definitely takes effort, but it can be done, using a combination of digital job searches and reaching out in person." The Career Center Network often presents live events to match recruiters with job seekers, Bruck noted. "Sector-specific job fairs are good for networking," she said. Social media can also be a source for potential employment opportunities. Do your homework before starting your work search, Bruck advised. Check company websites and tailor your resume to their needs. Along with posting your resume on job boards and websites like Indeed, it's smart to create a LinkedIn profile. "Employers and employees both use LinkedIn, and with just a few clicks, you can find out about companies and people to contact." Make sure your LinkedIn profile is professional-looking, with a businesslike photo (no vacation pics!), and an accurate, up-to-date work history. Bruck also urges job seekers to tap into resources like the New York State Department of Labor website. NYDOL offers a monthly Virtual Career Fair to help job seekers connect with employers across various industries online, without even having to leave home.

Targeted applications, word of mouth can help. **Tracy Racicot sees both sides of the job search in her duties as director of the Southern Westchester BOCES Center for Adult & Community Services**. "We often invite employers and union representatives to our classes to speak about careers and hand out job postings to students. Some of our students even get employment offers before they complete their courses," Racicot said. "We also maintain an active jobs board on our website, and because BOCES jobs programs are driven by local and state labor statistics, the classes we offer are relevant and timely. SWBOCES partners with the Westchester-Putnam Workforce Development Board and regional career centers. It also hosts open houses for current and potential students, employers, unions, and community and state organizations. "These kinds of events can be a great opportunity to help people put faces to names and learn about jobs." Today's online application processes make the job search easier, but also create barriers such as AI-based screening, Racicot said, requiring customized resumes to get past an employer's digital door. "And online platforms are so simple to use that people waste time applying for jobs they're not qualified for," she said. "When I'm seeking to hire someone, I may get 200 online applicants, but maybe three are qualified." Yet digital work searches are a boon in many ways, such as providing the ability to hunt for industry-specific jobs, or employers in a certain geographical area, Racicot added. Don't overlook job-hunting tactics like old-fashioned word of mouth, she said. "In the trades, like construction, someone might mention they've heard that 10 positions are opening up for a new project. Or an employer might ask for a referral for someone to hire among students in a BOCES plumbing class. Keep your ears open — you never know what might be helpful in the job search."

NEXT STEPS: Jason Chapin of the WCA suggests these additional resources for job seekers:

- Westchester-Putnam Career Center Network (Job search videos offered in partnership with Indeed)
- Career Coaching Services (Career resources offered by Westchester Library System)
- CareerOneStop (Career, training, and job exploration tools)

Source: "How to Connect with Employers and Find a Job in Westchester" by Rita Ross, 914INC., October 1, 2026.