



Career Development Resources for City Employees



Start Your Job Search

- Review existing [City of Seattle job](#) openings.
- Sign-up for [City of Seattle Job Interest Cards](#) to receive emails for jobs that fit your skills and interests.
- Explore [WorkSource Washington](#) and learn about their employment resources such as job search assistance, counseling, workshops, internet access, labor market information, and opportunities to network with employers.
- Schedule informational interviews to start gathering information about other departments and City jobs. Check out the [Information Interviewing Toolkit](#) for tips.
- Consider taking a free career assessment. Several are found on the [WorkSource Career Coach site](#).



Contact People You Know and Let Them Know of Your Job Search

- Contact colleagues, mentors, coaches, and peers and let them know that you are seeking new employment opportunities.
- Join a professional association to jump start your networking. LinkedIn has several association groups that you can join virtually.
- Find a volunteer opportunity to help with keeping your skills up and networking.
- Update your LinkedIn profile. Take the LinkedIn Learning ["Rock Your LinkedIn Profile" class](#). You can access other [e-learning for free](#) with a Seattle Public Library Card.



Update Your Resume

- Update your resume with your skills, strengths, jobs, etc. The Seattle-King County WorkSource also has a [free resume builder](#) if you need to start from scratch.
- The following are some resume tip links:
 - [Step 1 - How to Write a Good Resume](#)
 - [Step 2 - How to Write Good Cover Letters](#)
 - [Step 3 - Action Verb Lists](#)
 - [Step 4 - Workbook - Resume Exercises](#)



Ask for Professional Job References

- Ask work colleagues or supervisors to write a professional letter of recommendation. This can be done either in LinkedIn or as a memo to use to carry to your next job. [Here are some tips](#) on how to ask for a letter of recommendation.



Practice Your Interviewing Skills

- **Practice your interviewing skills** with friends, family, colleagues, mentors, or coaches. Make sure to practice these skills over a phone or video conference.
- **Start assembling your work portfolio** and collecting examples of your successful work. You can use this work portfolio in an interview that demonstrates your professional successes and other skills.
- The following are some interviewing tip links:
 - [Step 1 - Getting Started - How to Prepare for an Interview](#)
 - [Step 2 - What Employers Look For](#)
 - [Step 3 - Practice Makes Perfect - How to Prepare for Your Interview](#)



Consider Developing Your Skills

- **Invest in yourself** by learning new skills relevant to your current or future employment. Go to [Cornerstone](#) to see what training is available (note: many trainings require supervisor approval). You can also take free online learning through [online learning at the Seattle Public Library](#) (library card required).
- **Check out Community & Technical Colleges classes.** Local community colleges help dislocated workers secure job training or a skills upgrade that may be needed to get to their next job through the state-funded [Worker Retraining Program](#).
- **Sign up for [free virtual or in-person workshops](#)** with the WorkSource system.
- **Additional resources** can be found on the [Seattle Public Library Job Resources](#) page



Self-Care and Additional Resources

- **Take care of you.** Sign-up for [Employee Assistance Program](#) to request professional counseling and referrals for family, relationship, or emotional concerns.

Unemployment and Community Resources

[Washington State Employment Security Department \(ESD\)](#): Handles unemployment insurance benefits and how to calculate your benefits.

[Employee Benefits Security Administration \(DOL\)](#): Responsible for enforcing Title 1 of the Employee Retirement Income Security Act of 1974 (ERISA), can assist with questions regarding: COBRA, HIPAA, ACA, 401k, Pensions, and ERISA.

[Affordable Seattle](#): Affordable Seattle is an online resource to help you find benefits you may be eligible for in the City of Seattle.

[Free and Discounted Resources for Seattleites](#): This centralized webpage allows Seattle residents to view and access more than 100 free and discounted resources and benefits that the City and its partners provide to eligible Seattle residents.