

# Finding a Job 101

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Grow with 

The text "Grow with Google" is displayed in a sans-serif font, with the word "Google" in its characteristic multi-colored logo.

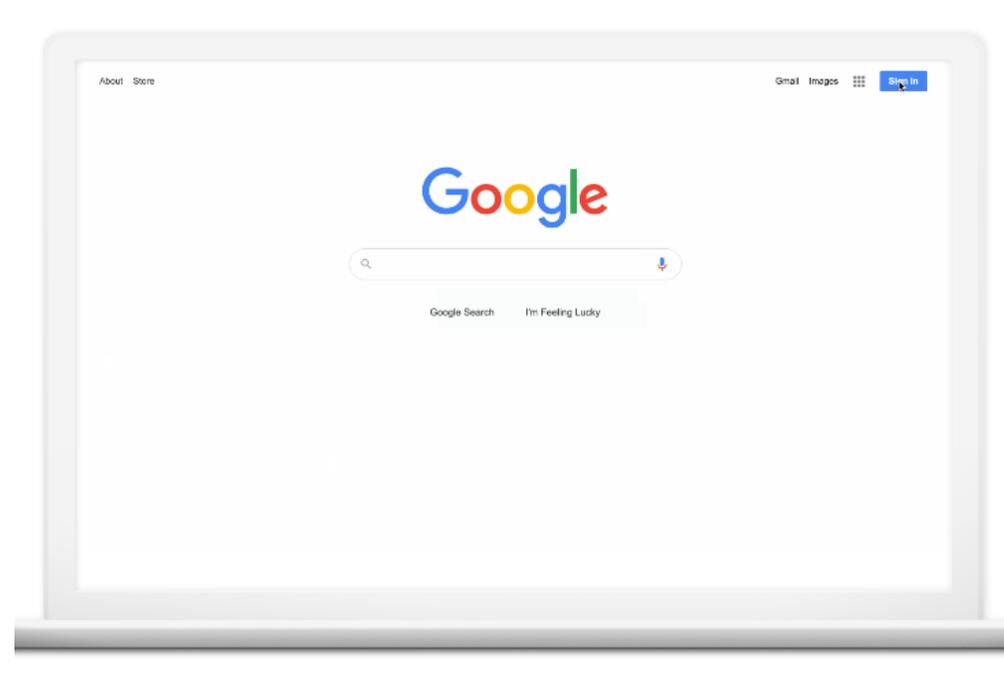
# Agenda:

- **TRACK YOUR JOB SEARCH IN GOOGLE SHEETS**
- **FIND OPPORTUNITIES WITH GOOGLE SEARCH**
- **CREATE A RESUME WITH GOOGLE DOCS**

# Track Your Job Search

## STEP 1: SIGN IN TO YOUR GOOGLE ACCOUNT

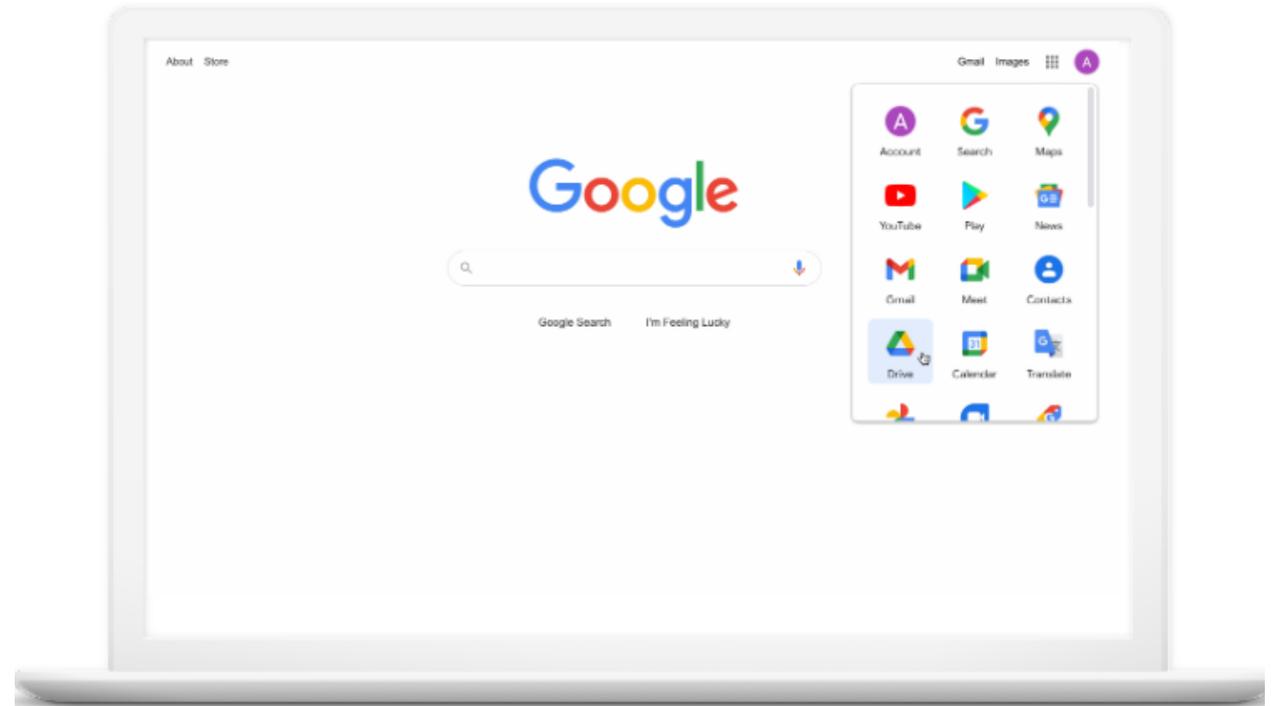
Sign into your  
[Google Account.](#)



Don't have a Google account? [Sign up for free.](#)

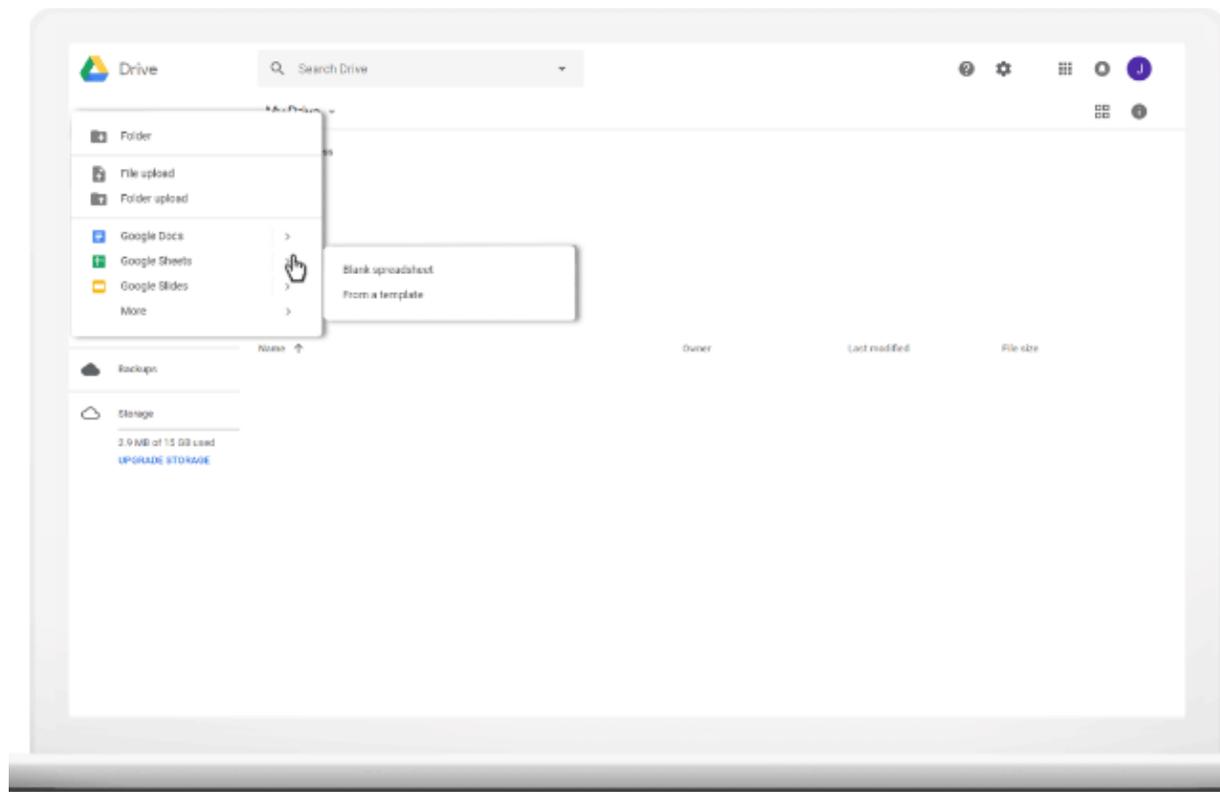
# STEP 2: ACCESS GOOGLE DRIVE

- ✓ Click Google Apps
- ✓ Click Google Drive



# STEP 3: CREATE A NEW GOOGLE SHEET

- Click New
- Click Google Sheets
- Click Blank spreadsheet
- Rename it

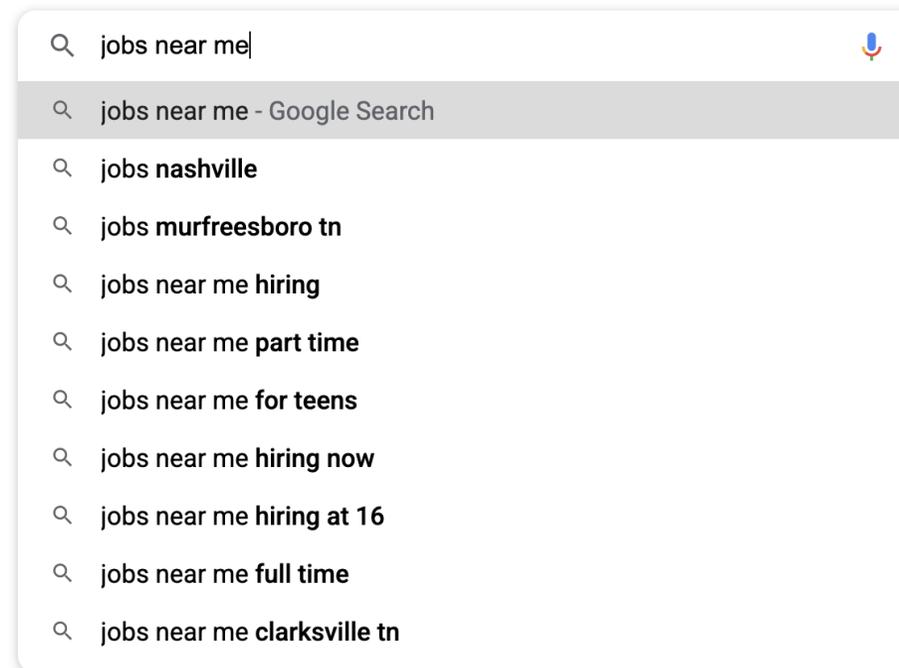






# Find Opportunities with Google Search

## Step 1: Search for Jobs Near Me



# STEP 2: Expand Your Search

Jobs

• Near Erlanger, KY

Jobs Saved Alerts

Past 3 days Full-time Work from home Actively Hiring No degree

**KFC** Team Member  
KFC  
Erlanger, KY  
via Snagajob  
3 days ago 14 min Full-time Health insurance

**F** General Warehouse  
Flexible Staffing  
Erlanger, KY  
via CBS4Indy Jobs  
5 hours ago Full-time No degree mentioned Health insurance

**E** • Skilled Technicians - Sign-on Bonus Available  
Equipment Depot  
Erlanger, KY  
via WGN-TV Jobs  
3 hours ago Full-time No degree mentioned

→ 100+ more jobs

[Learn more](#) [Feedback](#)



Click to expand the search

# STEP 3: Review Opportunities

The screenshot shows a Google Jobs search results page. The search query is "jobs near me" with the location set to "Erlanger, KY". The page displays a list of job opportunities on the left and a detailed view of a selected job on the right.

**Job List (Left):**

- Team Member** (KFC, Erlanger, KY) via Snagajob. Posted 3 days ago, 14 min, Full-time, Health insurance.
- General Warehouse** (Flexible Staffing, Erlanger, KY) via CBS4indy Jobs. Posted 6 hours ago, Full-time, No degree mentioned, Health insurance.
- Skilled Technicians - Sign-on Bonus Available** (Equipment Depot, Erlanger, KY) via WGN-TV Jobs. Posted 3 hours ago, Full-time, No degree mentioned.
- Account Representative** (TQL, Erlanger, KY) via FOX46 Jobs. Posted 13 hours ago, Full-time, Health insurance.
- Hiring Owner Operators in Erlanger, KY** (Live Trucking, Erlanger, KY) via WKRG Jobs. Posted 10 hours ago, Full-time, No degree mentioned, Health insurance.

**Job Details (Right):**

**Team Member** (KFC, Erlanger, KY)

3 days ago, 14 min, Full-time, Health insurance

**Job highlights** (Identified by Google from the original job post)

Qualifications	Responsibilities
<ul style="list-style-type: none"><li>Be honest, energetic, and fun</li><li>And be able to get along and talk easily with people</li><li>You're never short of a smile and take real pride in your work</li><li>Cope well under pressure and thrive on a challenge</li><li>You set high standards for yourself and the people you work with - you love keeping things fun for the team and the customers</li><li>You want to learn how to run great restaurants from the best restaurant managers in the business</li></ul>	<ul style="list-style-type: none"><li>Stand and walk constantly for entire shifts</li><li>Maneuver through compact spaces safely and operate restaurant equipment</li></ul>

**Benefits**

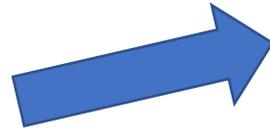
- Competitive hourly pay
- Flexible schedules - no early mornings and no super late nights

**Full description**

At KFC, we feed the world. But we do more than fill people up. We fulfill their life. Our meals matter, and when we serve them with southern hospitality, we make our customer's day. So, our jobs are more than a paycheck - they're about being independent, having fun, and making new friends. We've got great jobs for people just starting their careers, looking for a flexible second job or continuing...

# STEP 4: Refine Your Search

Use filters to narrow your search.



Google jobs near me Erlanger, KY

Jobs Press F11 to exit full screen Alerts

10 x Category Title New to you Location Date posted Requirements Type Company type Employer

All Case manager Clinical services Clinical specialist Nursing Registered nurse Practical nurse Nursing assistant Home health Physician Travel nurse Caregiver Therapist

**Director Of Clinical Services**  
SUN Behavioral Kentucky  
Erlanger, KY  
via WFLA Jobs  
2 days ago Full-time

**Registered Nurse Case Manager**  
The Kidz Club  
Erlanger, KY  
via LinkedIn  
3 days ago Full-time Health insurance  
Dental insurance Paid time off

**Registered Nurse (\$4000 Sign On)**  
Encompass Health  
Erlanger, KY  
via Carecrew  
4 hours ago Full-time  
No degree mentioned Health insurance

**Certified Nursing Assistant - CNA**  
ProMedica Senior Care  
Erlanger, KY  
via FOX2Now Jobs  
2 days ago Full-time Health insurance  
Paid time off

**Manager, Nursing Services**  
SUN Behavioral Kentucky  
Erlanger, KY  
via Job\Searcher  
21 hours ago Full-time

New job alerts

**Director Of Clinical Services**  
SUN Behavioral Kentucky  
Erlanger, KY

Apply on WFLA Jobs Apply on Jobs - CBS4Indy Apply on Salary.com Apply on WKRG Jobs Apply on WGN-TV Jobs Apply on FOX5

2 days ago Full-time

**Job highlights**  
Identified by Google from the original job post

**Qualifications**

- Demonstrates listening skills and the ability to express or exchange ideas by means of the spoken and written word
- Willingness to be accepting of those in need, and to extend a helping hand
- Desire to go above and beyond for others
- Understanding and accepting of cultural diversity and differences
- Required: Master's degree in a mental health field from an accredited institution, with valid licensure in State of employment
- Licensed as LCSW, LPC, or LMFT

5 more items

**Responsibilities**

- Responsible for the oversight of all clinical treatment programs of patients receiving treatment for psychiatric, and substance abuse issues in both inpatient in outpatient settings
- The Director assures that high quality clinical care is provided and that the clinical functions are integrated
- Director supervises individual and group counseling and develops and implements a variety of therapeutic treatment modalities/processes
- Oversees discharge planning to ensure an optimal post hospital transition
- Responsible for ensuring that clinical documentation is current and accurate and meets all regulatory and other standards
- Clinical / Technical Skills (40% of performance review)

34 more items

More job highlights

**Full description**  
Position Summary:

# STEP 5: Save Opportunities for Follow Up

Save a job to apply later

The screenshot shows a Google Jobs search interface. At the top, the search bar contains 'jobs near me @ Houston, TX'. Below the search bar, there are tabs for 'JOBS', 'SAVED', and 'ALERTS'. A filter bar shows various job categories, with 'Sales representative' selected. The main content area displays a list of job results on the left and a detailed view of a selected job on the right. The selected job is 'Customer Service Representative 1' at AT&T in Houston, TX. A blue box highlights the 'SAVE' button next to the job title. A blue line connects the text 'Save a job to apply later' to the 'SAVE' button. The job details include 'Apply on AT&T Careers' and 'Apply on Job Abstracts' buttons, and a description of the role and benefits.

# STEP 6: Set Alerts

The screenshot shows a Google Jobs search interface. At the top, the search bar contains 'jobs near me' with a location filter for 'Houston, TX'. Below the search bar are tabs for 'JOBS', 'SAVED', and 'ALERTS'. A filter bar shows various job categories, with 'Sales representative' selected. The main content area displays a list of job results on the left and a detailed view of the selected job on the right. The detailed view shows the job title 'Customer Service Representative 1' at AT&T in Houston, TX, with application buttons for 'Apply on AT&T Careers' and 'Apply on Job Abstracts'. At the bottom of the page, a blue banner with a bell icon and the text 'Alerts are on for this search' is visible, with a toggle switch set to the 'on' position.

Set alerts to receive updates

Click to add text

# STEP 7: Enter Opportunities in Your Google Sheet

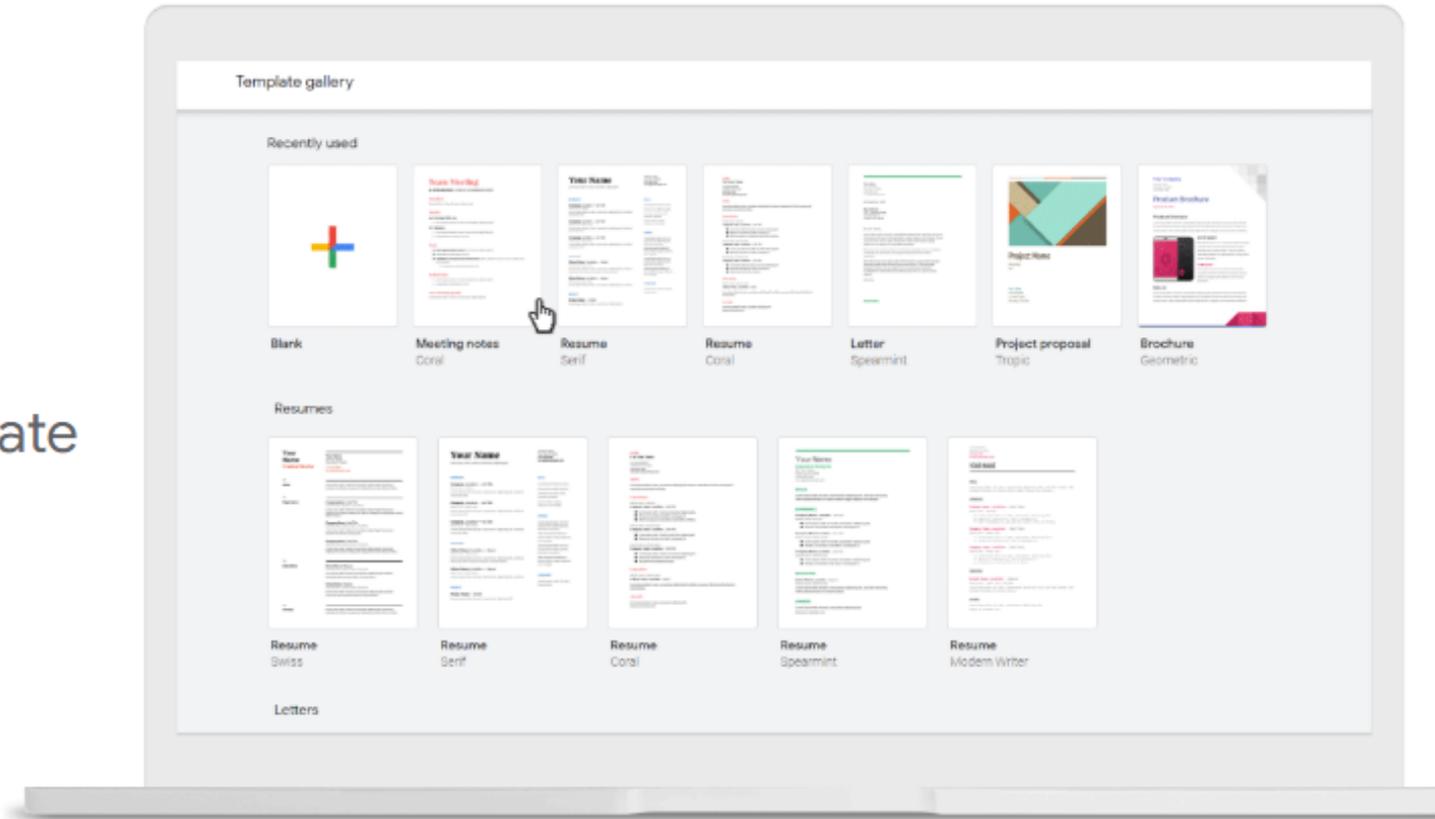
Use your sheet to track the status of your job applications.

The screenshot shows a Google Sheet interface with the following data:

	A	B	C	D	E	F	G	H	I	J
1	<b>Job</b>	<b>Company</b>	<b>Salary</b>	<b>Website URL</b>	<b>Notes</b>					
2	Sales Representative working from home	Reiff Company	\$600 / sale	<a href="https://www.goood">https://www.goood</a>	Part time options available					
3										
4										
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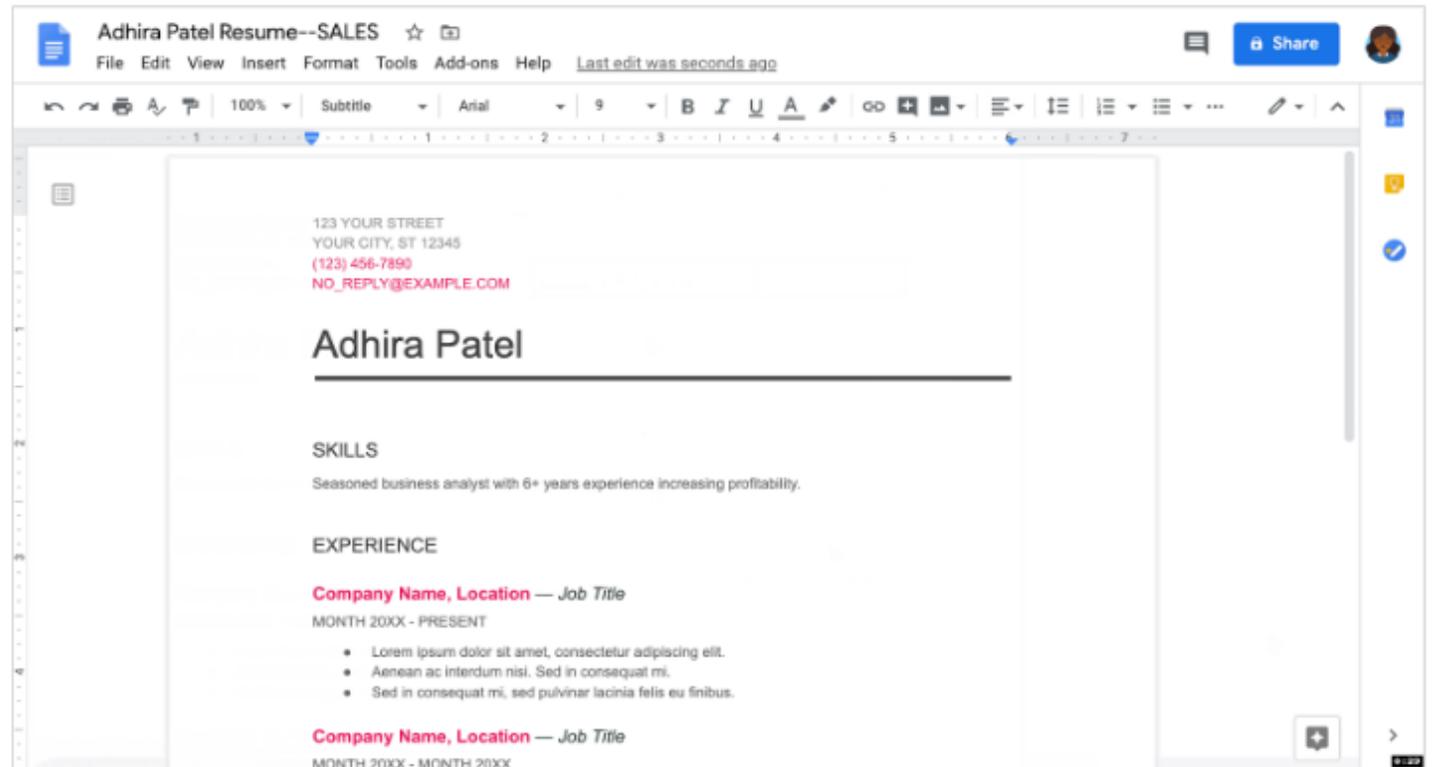
# Create a Resume with Google Docs

- Go to [drive.google.com](https://drive.google.com)
- Click [New](#)
- Click [Google Docs](#)
- Click [From a template](#)
- Choose a resume template



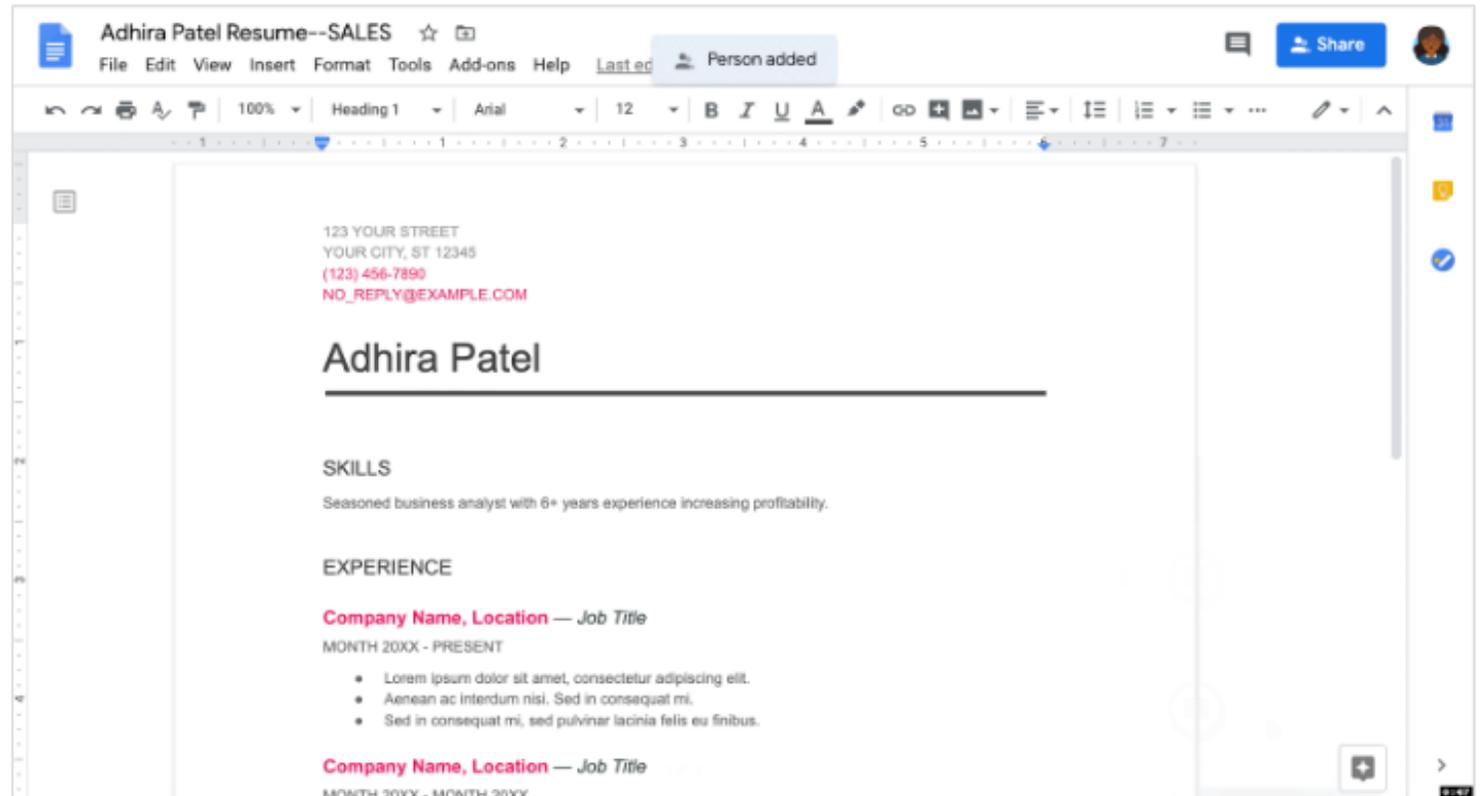
# Populate and Format Your Resume

- Add text
- Format text
- Insert a comment
- Make a copy to edit for different jobs



# Share Your Resume to Get Feedback

- Click [Share](#)
- Add email addresses
- Choose access



# Add Resume Link to Job Search Plan

- Copy the link
- Locate the spreadsheet cell
- Paste the link

The screenshot shows a Google Spreadsheet interface. The title bar reads 'Untitled spreadsheet' and 'Saved to Drive'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Data', 'Tools', 'Add-ons', and 'Help'. The toolbar shows various editing and formatting tools. The spreadsheet grid has columns labeled A through J and rows 1 through 18. The first row (row 1) contains the following headers: 'Job', 'Company', 'Salary', 'Website URL', 'Notes', and 'Resume'. The second row (row 2) contains the following data: 'Sales Representative working from home', 'Reiff Company', '\$600 / sale', '<https://www.google.com>', 'Part time options available', and '<https://docs.google.com>'. A blue selection box highlights cell G2, which is currently empty. The bottom of the spreadsheet shows a tab labeled 'Sheet1'.

Job	Company	Salary	Website URL	Notes	Resume
Sales Representative working from home	Reiff Company	\$600 / sale	<a href="https://www.google.com">https://www.google.com</a>	Part time options available	<a href="https://docs.google.com">https://docs.google.com</a>

# Your Next Steps

Create a Job Search Tracker from [sheets.google.com](https://sheets.google.com).

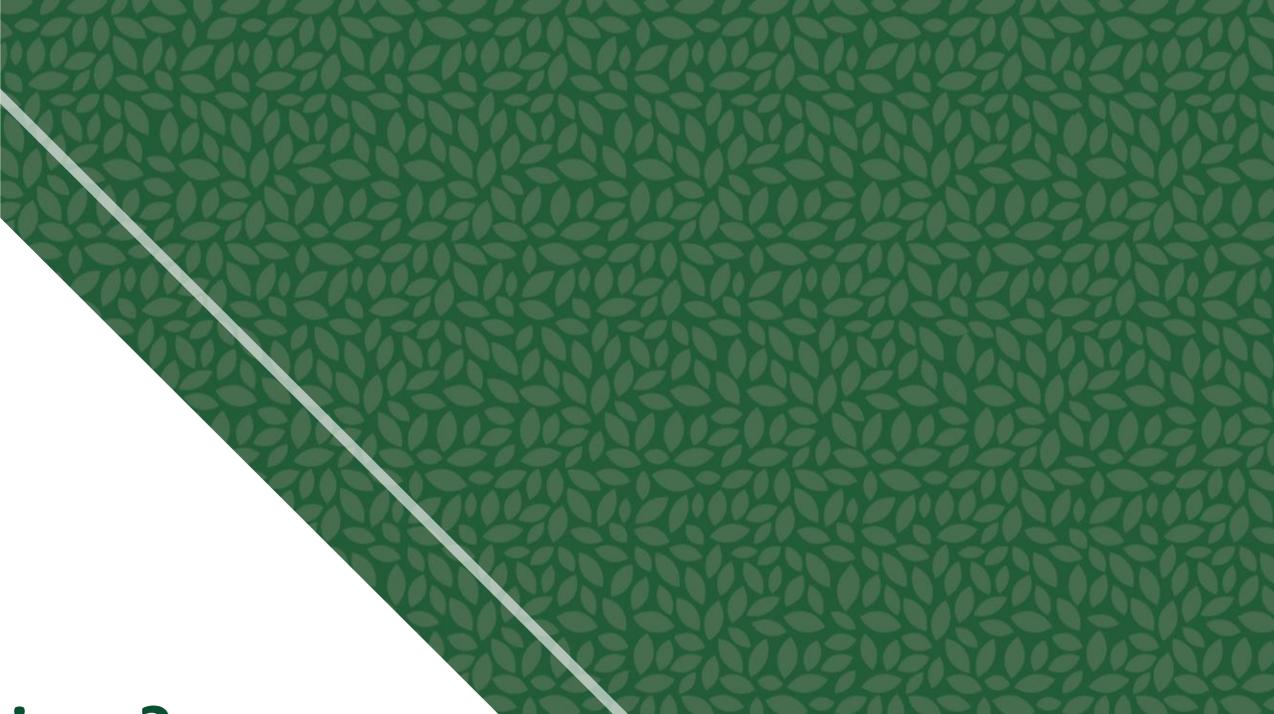
Search for Jobs in Your Area.

Filter, save, and alerts the results to find useful opportunities.

Visit [docs.google.com](https://docs.google.com) to review resume templates.

Choose one that suits your industry, experience, and style to populate, share, and submit.





**Questions?**



# Thank you!

Visit the Library online for resources to help in your job search:  
[www.kentonlibrary.org/job-search-central](http://www.kentonlibrary.org/job-search-central)

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Grow with Google

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502 Scott Blvd.  
Covington, KY 41011

Erlanger Branch  
401 Kenton Lands Road  
Erlanger, KY 41018

William E. Durr Branch  
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Independence, KY 41051

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