Write It Down: Your Email Account Address, Username, and Password

Write down your email address and password, even if it’s put into your phone for you.

Chapter 2 To Do List

- Search your name using your favorite search engine.
- Make sure your social media makes you look ready to work.
- Add content and remove red flag items.
- Consider a LinkedIn profile and complete one if you find people with similar backgrounds on LinkedIn.
- Make certain you have a professional-looking email address.

Quick Links to Resources

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Web Address</th>
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</thead>
<tbody>
<tr>
<td>First Find - Email Basics</td>
<td>FirstFind.org</td>
</tr>
<tr>
<td></td>
<td>Located under Web Skills</td>
</tr>
</tbody>
</table>

Need Help?

The Westchester Library System offers workshops, resources, and one-to-one counseling to guide your job search and improve your interviewing skills. Find out more at FirstFind.org.