

# Unemployment

## Illinois Unemployment Insurance

The Illinois Department of Employment Security provides unemployment benefits to its citizens. Its website includes information on eligibility, what benefits are provided, and what information you need to apply. It also provides direct links to the application, many of the forms and documents commonly requested, the weekly certifications if accepted, and for setting up payment options.

[www2.illinois.gov/ides/individuals/UnemploymentInsurance/Pages/default.aspx](http://www2.illinois.gov/ides/individuals/UnemploymentInsurance/Pages/default.aspx)

Helpline: (800) 244-5631 — M-F, 8:30 am - 5:00 pm

## COVID-19 Unemployment Benefit Exceptions

This State of Illinois webpage provides information about the unemployment exceptions made for Illinois residents due to the COVID-19 pandemic.

<https://coronavirus.illinois.gov/s/resources-for-economic-assistance>

# Employment Opportunities

## Job Boards

Listed below are some of the more highly trafficked and relevant job boards. Job boards often allow you to search for job openings based on your location, desired travel time, preferred field, and desired compensation. While there is often overlap, it is suggested that you use several job boards and monitor them equally to increase your odds of finding compatible job openings.

**Indeed:** [www.indeed.com](http://www.indeed.com)

**Glassdoor:** [www.glassdoor.com](http://www.glassdoor.com)

**USAJobs:** [www.usajobs.gov](http://www.usajobs.gov)

**Illinois State:** <https://www2.illinois.gov/sites/work/Pages/default.aspx>

## [www.Linkedin.com](http://www.Linkedin.com)

LinkedIn is a social media platform that many consider to be an online version of your resume. It also has a built in job board. Having an updated and active LinkedIn account is a great way to make yourself more visible to employers, make professional connections, and find jobs at the same time.

**Tip:** Create a spreadsheet to keep track of your job applications. It is recommended you track the company name, the job you applied for, the date you applied, the day you plan on following up, and the date and time of any confirmed interviews. Having this information organized will make the whole job seeking process less overwhelming.

# Resumes & Cover Letters

## Where and how can I create my resume and cover letter?

**Option 1:** At the Library using Microsoft Word, starting with a built in resume or cover letter template.

**Option 2:** Anywhere with an internet connection utilizing **Google Docs**, [docs.google.com](https://docs.google.com), starting with a built in resume or cover letter template. A google search will provide additional free downloadable templates. This method will require you to have or create a free Google/Gmail account.

## What information should I put in my resume?

This link from r/resumes, a specialized Reddit sub forum, provides a comprehensive yet condensed resume writing FAQ. It is recommended to read through the FAQ in one sitting before adding and removing information in your template created using one of the methods listed above.

[www.reddit.com/r/resumes/wiki/faq](http://www.reddit.com/r/resumes/wiki/faq)

## What information should I put in my cover letter?

This Forbes article provides a good set of guidelines for writing your cover letter. The most important thing is to be personable and interesting. Let your personality show in your cover letter, not your resume.

[www.forbes.com/sites/sethporges/2012/08/29/6-secrets-to-writing-a-great-cover-letter/](http://www.forbes.com/sites/sethporges/2012/08/29/6-secrets-to-writing-a-great-cover-letter/)

**Tip:** Visit the Library to see resume and cover letter samples! Stop by the Adult Services desk to view and make copies of our resume and cover letter building reference books.

## Peer Review

Once you have completed your documents, consider having someone else read over them. Maybe a friend, family member, or an employment specialist. Consider contacting The Hanover Township to make an appointment with their volunteer Employment Specialist. For questions or to schedule an appointment, call Karen Flaxman at (630) 540-9085 or email [kflaxman@hanover-township.org](mailto:kflaxman@hanover-township.org).

# Economic Assistance

## COVID-19 Economic Assistance

This link provides an overview of the types of Illinois economic assistance available or soon to be available due to the COVID-19 pandemic. Some of the issues represented are new senior resources, utility relief, Medicaid waivers, taxpayer relief, and free/low cost internet.

<https://coronavirus.illinois.gov/s/resources-for-economic-assistance>

## Emergency & Transitional Housing

The Illinois Department of Human Services offers individuals and families housing options when homeless or in risk of becoming homeless. Their website details eligibility and services rendered.

[www.dhs.state.il.us/page.aspx?item=30362](http://www.dhs.state.il.us/page.aspx?item=30362)

Helpline: (800) 843-6154 — M-F, 8:00 am - 5:00 pm

## Subsidized Health Insurance

The Affordable Care Act website allows individuals and families to apply directly for subsidized healthcare. The amount subsidized will vary based on your current household income. If eligible for no-cost insurance, an Illinois agent will reach out about enrollment in a Medicaid or All Kids healthcare plan.

[www.healthcare.gov](http://www.healthcare.gov)

Helpline: (800) 318-2596 — 24/7

## Food Assistance

The Illinois Department of Human Services offers a Supplemental Nutrition Assistance Program (SNAP) for low-income individuals and families. Their website details eligibility and links to the application.

[www.dhs.state.il.us/page.aspx?item=30357](http://www.dhs.state.il.us/page.aspx?item=30357)

Helpline: (800) 843-6154 — M-F, 8:00 am - 5:00 pm

For additional assistance, visit a food pantry near Bartlett: [www.foodpantries.org/ci/il-bartlett](http://www.foodpantries.org/ci/il-bartlett)

## Family Services

### Special Needs Support

For eligible families caring for those with special needs, The Illinois Department of Human Services offers services such as early childhood intervention, in-home support, job coaching, and more.

[www.dhs.state.il.us/page.aspx?item=32253](http://www.dhs.state.il.us/page.aspx?item=32253)

Helpline: (888) 337-5267 — M-F, 8:00 am - 5:00 pm

### Emergency Childcare Search for Essential Workers (OECD)

<https://emergencycare.inccrra.org/>

Helpline: (888) 228-1146 — M-F, 9:00 am - 3:00 pm

## Mental Health

### Crisis Hotlines

National Suicide Prevention Lifeline: (800) 273-8255 — 24/7

Illinois Domestic Violence Hotline: (877) 863-6338 — 24/7

Illinois Child Abuse Hotline: (800) 252-2873 — 24/7

National Sexual Assault Hotline: (800) 656-4673 — 24/7

**If you are not in crisis but would like to talk to someone about your loneliness, daily struggles, or life challenges to improve your mental health, try a warm line.**

Illinois Warm Line: (866) 359-7953 — M-F, 8:00 am - 5:00 pm

### Mental Health Support

The National Alliance on Mental Illness of DuPage County offers support groups, advice, and social programs for individuals, families, and caregivers who are coping with mental illness.

<http://namidupage.org/>

NAMI HelpLine: (630) 752-0066 — M-F, 9:00 am - 5:00 pm