

# JOB/CAREER RESOURCES



## GETTING STARTED

### ASSESS YOUR CAREER

Before you begin your job search or plans for advancement, you may wish to learn more about what types of work and activities appeal to you most.

**JobNow** has self-assessment tools to help you find occupations that match your personality and interests.

- >> Career Assessments
- >> Skill Surfer >> Career Prep and Job Resources

**TERC** has a Virtual Career Library that will walk you through individual modules which give you tips, advice, and help with searching for jobs, changing careers, and more.

- >> Career Tools >> Virtual Career Library

### UPDATE YOUR SKILLS

Brush up on some basic skills that are utilized in many jobs.

**JobNow** has a Learning Library with thousands of lessons and quizzes to help you master concepts. You can even use the "Live Help" button to get help from an online tutor.

- >> Skill Surfer >> Career Prep and Job Resources
- >> Skill Surfer >> Adult Learner Resources
- >> Skill Surfer >> Career Prep and Job Resources
- >> Skill Surfer >> Computers and Technology

**LearnNow** provides access to the Learning Library, as well as, additional Adult Learner Resources. Brush up on your math, reading, and writing skills.

- >> Adult Learner Resources

**TERC** has a selection of tutorials available through Career Tools.

- >> Career Tools >> Basic Computer Skills

**VRL** has eBooks on a variety of subjects, including:

- [Maran Illustrated™ Windows® 8](#)
- [Microsoft® Excel® 2013](#)
- [Beginning Programming](#)

## DESCRIPTION

This guide will introduce you to resources that will help you gain or advance employment.

Learn how to:

- Assess and update your skills.
- Create a professional resume.
- Prepare for an interview.

## GOALS/OBJECTIVES

- Develop the skills you need to search for job opportunities.
- Use resources to create an engaging resume, cover letter, and supplemental documents.
- Research and practice interview techniques.

## LIBRARY LINKS

Located under **Resources for Adults** at [zblibrary.info](http://zblibrary.info). You will need your ZB Library card number in order to use most of these resources.



[JobNow](#)



[LearnNow](#)



[Testing & Education Reference Center](#)



[Virtual Reference Library \(VRL\)](#)



## PREPARE YOUR RESUME

Whether you use a template or one of the library's resume building programs, you'll need to know what type of resume you want to create—chronological, functional, or a combination. Research resume advice, tips, and explanations before you start.

### JobNow—Resume

Choose a template for the type of resume you wish to create; review online resources to help prepare your resume and cover letter; and submit your documents to the **Resume Lab** for expert feedback. Create your resume with **Optimal Resume**, an award-winning resume creation program.

### TERC—Virtual Career Library

Review the lessons for Resume Basics, Resume Sections, Target Your Resume for Your Job Search, Resume FAQs, and Cover Letters. Create your resume with **ResumeBuilder**, an easy-to-use application that takes you step-by-step through the process.

### VRL

*[Blue Collar Resumes](#)*

*[Packaging Yourself: The Targeted Résumé](#)*

## ACE YOUR INTERVIEW

Prepare ahead of time for your interview—you only have one chance to make a good first impression!

### JobNow—Job Interviews

Review helpful tips for interview success; prepare for your interview with selected resources; and get live interview coaching from experts.

### TERC—Virtual Career Library

Review the lessons for Interviewing and Networking and Salary Negotiations.

### VRL

*[Active Interviewing: Branding, Selling, and Presenting Yourself to Win Your Next Job](#)*

Contact us if you need more resources and we can research additional articles and titles relating to job/career resources.

We'd love to hear from you! If this guide has helped you land a job, send us a note at [eservices@zlibrary.org](mailto:eservices@zlibrary.org) or put feedback in our suggestion box.

## RESUME DOS AND DON'TS

DO personalize your resume and cover letter for each job you are applying for.

DO submit your resume to the **JobNow Resume Lab** to receive expert feedback.

DO highlight your most compelling qualifications (including skills and experience gained through volunteer work).

DON'T list your salary history.

DON'T list every job you have ever held. DO showcase recent and/or applicable jobs.

DO make sure your information for references is current and inform your references that they may be contacted.

## NEED MORE HELP?

Check the library's website, newsletter, and calendar for related workshops or visit [zlibrary.info](http://zlibrary.info).

Book a Pro for individual assistance with library resources at [zlibrary.info/book-a-pro/](http://zlibrary.info/book-a-pro/).

Visit the Job Center of Lake County for more resources and assistance at [www.lakecountyjobcenter.com](http://www.lakecountyjobcenter.com).

**GCFlearnFree** has free online classes and resources to help you plan a new career path. [www.gcflearnfree.org/careerplanning/](http://www.gcflearnfree.org/careerplanning/)  
[www.gcflearnfree.org/careerplanningandsalary](http://www.gcflearnfree.org/careerplanningandsalary).