JOB RESOURCES

What to expect and how to use them

- **TEXAS WORKSKILLS DEVELOPMENT IN LIBRARIES** (twdl.nottypical.org)
  This web site is full of tips for job seekers, including:
  1. Tips for those who have been laid off
  2. Tips for those who are new or returning to the workforce
  3. Tips for those who are changing careers
  4. General tips on finding jobs

  The site also provides electronic resume tutorials, a list of online job boards (including indeed.com and others), and lessons on computer and Internet basics.

- **JOB AND CAREER ACCELERATOR**
  To access this database, go to the Lancaster Veterans Memorial Library home page, click on the link to "Online Databases" (located in the red box on the left side of your screen), then click on "Job and Career Accelerator" in the resulting list.
  1. From the Job and Career Accelerator home page, click on the link that reads "Please log in to get started."
  2. If you have already created an account, log in. If not, you must register using your library card number.
  3. Once you have registered, the program will create a (very hard to remember) password for you. To change this password, click on the link in the upper right part of your screen that says "My Center." Then, in the upper left corner of your screen, click on "My Settings." This will allow you to change your password.

  Now, let's explore!

  This is a wonderful, comprehensive site for job seekers that allows you to search for jobs via online job boards; provides step-by-step resume and cover letter creation; provides information on different types of jobs, including local salary and growth statistics; and allows you take different kinds of practice tests for educational and occupational purposes.

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Job searching functionality in Job & Career Accelerator

When you click on the orange button that reads "Job and Career Accelerator – Find a J ob!" you will be taken to a menu that will serve your job searching needs. The menu includes links to search for a job, create a resume, create a cover letter, learn basic computer skills, learn computer programs, fill out job applications, and explore careers.

1. **Search For a Job**
   By clicking on this link, you can search via job title, skills, company name, location, or other criteria to find a job that you want.
   - Word to the wise: Job boards are a great way to locate open positions, but it's always a good idea to apply for the job via the company's web site. This makes it look like you were specifically seeking out the company, as opposed to stumbling across it on a job board.
2. **Create a Resume**
   This step-by-step process gathers your information and creates a resume appropriate to the field in which you are seeking a position. The site provides model resumes for inspiration.
   - You do not have to fill out every section that is listed on the resume. If some categories are not applicable, simply click "Save and Continue" and they will not be included in your resume.
3. **Create a Cover Letter**
   The program will take you step-by-step through crafting a cover letter. It also provides sample cover letters to read.
   - Remember, the cover letter is the chance to really sell yourself; consider aspects of your education, experience, or personality that make you stand out.
4. **Learn Basic Computer Skills**
   If you need a refresher on how to use computers and the Internet, click on this link for an overview and helpful tips.
5. **Learn Computer Programs**
   Many jobs ask for knowledge or proficiency in programs such as PowerPoint, Word, etc. This link will provide you with tutorials for these programs and many others.
6. **Fill Out Job Applications**
   This link provides tips on how to properly fill out a job application, which is especially helpful to those who are new to filling out applications online.
7. **Explore Careers**
   This link will give you detailed information on career possibilities and expectations.

** The Job and Career site also provides tips on interviewing (including practice interview questions – hooray!), quick tips on pre-interview checklists, and advice on how to write other letters, such as interview thank-you letters. Once you click on a link (such as "Create a R esumé") from the main menu, links to these tips and tricks will be located across the top of

the web page (you will see them in the beige bar).

- **RESUMEMAKER**
  This program helps job seekers in the creation of resumes and cover letters; provides tips on interview techniques, as well as information on salaries for different jobs and regions; and provides job searching help, including access to job boards.

  ****** If you have not previously done so, you will need to create an account for ResumeMaker. Registration requires that you have an e-mail address.

  Resume & Letters tab

  Creating a resume

  1. Click on the link "Start New Resume." You may either create your resume from scratch or import an existing resume from your flash drive.
  2. ResumeMaker allows you to select the type of resume you want: Chronological, Recent Graduate, Professional, etc. Review the different types to see which one fits your level of experience and education the best. For example, if you are changing careers, you might want to select the “Career Change” format.
  3. ResumeMaker provides you with recommended sections for the type of resume you selected, but you may add or delete sections. To add a section, click the blue button that reads "Add Another." To delete a section, click the blue X next to the section you do not want.
  4. Once you have filled out the sections, you can choose the way you want your resume to be presented. Use the dropdown menu to select a style. To preview each format, click the blue button that reads "View."
  5. Once you have selected your style, you can e-mail your resume to yourself or export it to your flash drive (recommended).

  Creating a cover letter

  1. To create a cover letter, click "Start New Letter"
  2. Select the type of cover letter that is appropriate to the job for which you are applying. You can also view sample letters to get a better idea of how you want your letter to look and read.
  3. Fill out each section.
  4. E-mail the letter to yourself or export it to your flash drive (recommended).

Interviews & Salary tab

Interviews

This a great feature that provides you with the opportunity to watch interview videos and peruse 500 interview questions.

Salary

This feature includes a salary calculator, as well as a cost-of-living calculator (particularly helpful if you are thinking of relocating).

Job Search Tools tab

Job Finder & Career Tools

The Job Finder allows you to search job boards, view jobs you have saved, and search for jobs via Twitter. Career Tools allows you to watch career videos, review federal forms and resources, access a career guide to various industries, access an occupational outlook handbook, and join professional networks.

Now I know where to look for resources online – but w **here do I find print resources in the library?**

Search keyword or subject "resume" or "cover letter" in the library's online catalog, browse the shelves beginning at Dewey number 650.14, or ask a librarian for assistance.

** The library' **s web site can be accessed at: www.lancastertxlib.org**