

How the Library Can Help You to Find a Job!

Do you know how many ways your local library can help you find a job? To begin with, there are many books with sample resumes, cover letters, letters of recommendation, personal references, and so on. Once you have put together your basic package of information, the library can help you with the next step.

FREE INTERNET ACCESS & WORD PROCESSING: All Brevard County libraries offer free access to the worldwide web on Internet computers. These computers also have word processing programs for you to type up and print out, or save and send your files directly to a prospective employer. Our website, www.brev.org also allows you a direct link to the Brevard JobLink database at www.brevardjoblink.org, as well as a weekly list of all Brevard County government jobs at www.brevardcounty.us/humanres.

PROFESSIONAL PEOPLE TO HELP: Don't feel comfortable with the Internet yet? Need help getting started on that resume in Microsoft Word? Your local library also has a professionally-trained staff of friendly librarians, who are there to assist you with any questions or referrals. They can also help you find the latest job fairs taking place in the area, or point you to a job referral agency if you have a job specialty, or additional training needs.

GOVERNMENT GRANTS, SCHOLARSHIPS, & EDUCATIONAL: Don't forget that there are many government grants and scholarships available to you in your job search. To go along with books and exam materials that you can check out to prepare for the ASVAB, GED, GRE, or FCAT tests, there are sample online tests and practice exercises in books to check out and on many websites.

FREE FAX SERVICE NATIONWIDE FOR JOB SEEKERS: All 17 of our Brevard County public libraries offer a 30 page per day limit of FAX services of resumes, cover letters, and job applications for job seekers to anywhere in the United States. This service is especially useful to people who are willing to relocate outside the area to where there is more of a demand for their job skills.

ONE-STOP JOB SHOPPING: With gas prices as high as they are today, doesn't it make sense to do all (or most!) of your job shopping in one place, where you have all the resources you need to help you? With that in mind, gather up all your paperwork and head over to your local public library and get started now!

Have time on your hands?

Keep up your people skills and volunteer at your library!

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