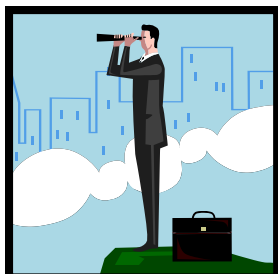


Your Job Search Starts at Forsyth County Public Library



What kind of job do you want?

What Color is Your Parachute? (650.14 B)

Career encyclopedias (R 331.702)

American Trade School Directory (R 371.425 A)

SIGI - interactive computer software linking your interests and experience to possible careers. Call 703-3020.

Career Library - database available through the Library website www.forsythlibrary.org.

What skills do you need for the job?

- **Occupational Outlook Handbook** (371.425 O) Online at www.bls.gov/oco.
- **GED study guides.**
- To improve your typing skills use **Mavis Beacon Teaches Typing** computer software.
- To improve your computer skills the Library offers **free computer classes**. Call 703-3079.
- For test preparation, including Military, Nursing, Real Estate, Civil Service, and more, use the **Learning Express** database available through the Library website www.forsythlibrary.org.

Read about careers of interest.

Books - detailed information on a specific career.

Magazines - short articles which will talk about current trends in a specific career.

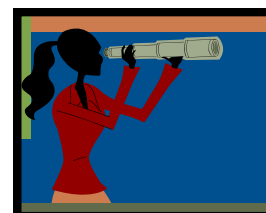
Newspaper articles - for current information.

* Why do this? *

It helps you do well in the job interview and shows incentive and interest in the position (so let the interviewer know you did the research).

It helps you focus, so you'll know if the career is right for you.

You learn about the career and discover options.



Get first hand experience.

Look for opportunities to volunteer in a field that interests you. The **First Line Community Resources** notebook can help you identify places to volunteer.

* Why do this? *

The experience looks good on your resumé. You create networks which will help you hear about and get the job, so any volunteer opportunity is good even if it isn't in your field of interest. You'll meet people to use for references —people who have worked with you and can tell employers about your work habits.



Who do you want to work for?

Identify a business that suits your needs and interests. Use:

Dun & Bradstreet's List of Forsyth County Businesses

Reference USA free at the Library website www.forsythlibrary.org

Business Journal

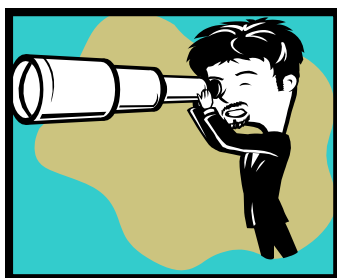


Where are the lists of job openings?

Local Jobs Notebook - Area Job Listings. Ask at the Reference Desk on the 2nd floor of the Central Library.

Internet - search for free at the Library. There are lists of helpful links on the Library's web page www.forsythlibrary.org.

Newspapers - use the classified ad sections.



What to find out about the company:

- What service do they provide? What product do they make? What is their specialty? Are they active in the community?
- How many employees? How much in annual sales?
- Find out about the company's history.
- Is this a branch location or the main office? What kind of facility is it, where is it?
- Know the manager's name.
- Get a little general information on the industry such as trends, the name of the main professional association, new products, major competitors.
- Employee morale.

Reference USA available at www.forsythlibrary.org

Business Source Premiere at www.forsythlibrary.org

Dun & Bradstreet's List of Forsyth County Businesses City Directory

Update your resumé.

Use the **free Library computers** to design and then print or post a professional looking resumé.

Use your library card to sign up for a computer. Call 703-3020.

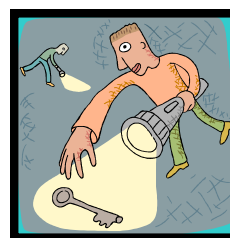
Resumé books (650.14-650.142)

Remember!!

The librarians are always happy to help you get the information you need!

Call 703-3020

for help with your job search at Forsyth County Public Library.



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