

Middletown Thrall Library Reference Department Presents

Jobs & Careers

Free Information Services and Resources Available to You at Middletown Thrall Library

Preparing for Today's Job Market

Finding a job can be difficult, time-consuming, and emotionally demanding, especially during hard economic times. To increase your chances of finding a job that pays well and meets or exceeds your needs and expectations, please take advantage of the free information and services available to you through Middletown Thrall Library.

Since today's job market increasingly involves the Internet, you may find yourself needing to apply for a job "online" through a computer. We have computers you can use for such activities, including a dedicated Job Search workstation. If you do not know how to access the Internet, we offer classes to local residents. If interested about any of these services, please inquire at Reference.

The job market remains highly competitive, but there are many good possibilities out there for you if you are persistent and dedicated to the job search. Use the library's print resources to help you develop and discover your work skills.

When you are ready to start looking for work, you can use the library's computers and services such as our **InterJob Search web guide** (<http://www.thrall.org/jobs>) to pursue fresh job/career opportunities.

Resumés and Cover Letters

When applying for a job, you might be asked to provide a resumé, which lists all your work experiences, education, and any related information that an employer can use to determine if you are the right person for the job.

A "cover letter" is a brief letter that accompanies your resumé to inform an employer you are applying for a job opening.

If you do not know how to create a resumé or cover letter, one of our Reference Librarians will be happy to show you some books or websites that offer examples of how to proceed.

We also have word processors at the library that are freely available to the public. They are networked with a laser printer. Printing costs twenty cents per page.

Creating Your Resumé

While some word processors offer predefined "Resumé Wizards," they can be quite limited or frustrating to work with, especially if your information does not neatly fit the existing template.

With that in mind, we encourage you to view examples in our resumé almanacs to see which format best represents your work history and conveys your strengths to potential employers.

Once you create your resumé, you will need to "save" (record) it onto either a computer disk or a USB Flash Drive (a portable storage device sold at most electronics stores as well as our own Reference Department). Once saved, your resumé can be "uploaded" to job sites on the Internet or e-mailed directly to employers.

See our free **Cover Letters** and **Resumés** informational flyers (in the library or on the Internet at <http://www.thrall.org/docs>) for more information and helpful tips.

Job Searches: In Print and on the Web

At Reference we keep recent copies of newspaper classifieds listings, which include job openings in Middletown, New York and surrounding areas in New York State.

We also maintain a folder of current New York State and local Civil Service job openings.

At our website (<http://www.thrall.org>) you can access job searches and career development resources: select **Employment** in the **Web Guides** menu on our website. You can also get there by going to: <http://www.thrall.org/jobs>

Please sign up for a free library card: it's important and a powerful tool in your job search!

If you do not have a library card, inquire at the Circulation Desk to determine if you qualify for one.

A library card lets you access all of Thrall's services and materials.

You need a library card to borrow items from Thrall or to access most of our "long-term" Internet computers. Our dedicated **Job Search computer** does not require you to have a library card.

Your library card also allows you to request materials from other libraries in our library system (RCLS) and to access electronic information services, such as encyclopedias and databases, on your home computer if you have Internet access.

Job Skills, Career Paths, Study Guides

Use our books and videos to learn new skills or to develop your existing abilities even further. Discover your hidden potentials and empower yourself through our collections!

Consider different career paths with *Occupational Outlooks* and other vocational guides.

Depending on what kind of line of work you want to pursue, you might be required to pass an examination. This is true of Civil Service jobs and other jobs requiring tests or certification.

We have a number of Civil Service study guides you may borrow. They are located throughout our nonfiction section on the first floor. Study guides are arranged by topic and are kept in different areas of the library. Just come to Reference, and we'll find them!

Other study guides exist for such fields as nursing, teaching, and computer networking. We can help you locate all of these guides right at Reference. If we cannot locate any available copies in our collection, we can tap our local library system of nearly 50 libraries!

Please consider getting an e-mail address – you might need one!

Many job applications on the Internet require you to have an e-mail address so you can send or receive electronic messages to or from an employer or a job hunting service. At our Reference Department, we offer a free information sheet explaining how you can get your own e-mail address.

Special Coverage Guide: Jobs & Unemployment

Our **Special Coverage Center** (<http://www.thrall.org/special>) has a "**Jobs and Unemployment**" **web guide** covering current topics such as Layoffs and Job Loss, as well as Unemployment Benefits, Statistics, and Employment News. You can also browse related items in the library system catalog.

For More Information...

Remember: **all you have to do is ask!** Our librarians are eager to help you find information. Although we cannot offer any employment counseling, resumé preparation, or job searching on your behalf, we are more than happy to help you locate information that can help get you on your way to a more rewarding job or possibly a new career!

If you are not at the library, you can call our Reference Department at **(845) 341-5461**. You can also ask our librarians questions over the Internet by going to <http://www.thrall.org/ask>

We wish you all the best in your job search!