SANTA CLARA CITY LIBRARY 2635 HOMESTEAD RD. SANTA CLARA, CA <u>95051</u>

More Job Hunting Help

2012

Job Search Tips

Focus on a plan

Refresh and repost your resume

Look at niche online job boards

Start cold calling

Broaden your network

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What is an electronic resource?

Electronic Resources are collections of information that are accessed on an electronic device. Some of them used to be available in print format (*Magazine Index* or *Reader's Guide to Periodical Literature*) but with the advantages of search ability, access for multiple users simultaneously, and remote access, the print versions often no longer exist. You won't find this proprietary information on the Internet. The Santa Clara City Library pays for them on a subscription basis so that library card holders can find this information.

How do I access Electronic Resources?

You can get them from our website: library.santaclaraca.gov. Select **Electronic Resources** from the large button on the lower left. Make your choice from the Alphabetical list or the Subject List.

Tip: Your library card will need to be up-to-date. Remember you can get a library card for no charge if you are a resident of North America. *Questions?* Call (408) 615-2970 while we are open or stop by and ask.

Career Transitions

Use Career Transitions to create a quick email-ready resume, explore careers and read more about them, or improve your job skills. Watch the helpful career videos and read job tips on the Daily Leap blog.





Brainfuse: Adult Learning Center

This resource provides live online homework assistance for students, grade 3-12, to access one-on-one tutoring from 1 p.m.—10 p.m. daily in English or Spanish. There are many skills-building resources including flashcard creation and games.

Adults can use Brainfuse. The Adult Learning Center offers review of a resume by a career professional within 24 hours. There is also resume and cover letter writing assistance, test preparation, and an academic skills center with live tutoring sessions from online tutors trained to work with adults.

Tip: From the Library's website, <u>library.santaclaraca.gov</u>, choose Electronic Resources, Brainfuse then select either **in the library** or **Home**. Press the yellow button in the upper right **Adult Learners.** This will take you to the Adult Learning Center where you can select **Pass** the GED, **Pass the U.S. Citizenship Test, Write a Winning Resume, Microsoft Office Help** or **Career Resources.**

ReferenceUSA



Searching Business Listings

ReferenceUSA is useful for finding both people and businesses by name, address, city, state, or phone number. It can also be used to compile business mailing lists using business size, number of employees, location, and industry as criteria. Here are a couple of questions that jobseekers might want answered.

ReferenceUSA:

- I want to find out who is the Director of Human Resources at Intel Corp.
- I want to work in a technology company with fewer than 200 employees in the Bay Area.

Tip: From the Library's website, <u>library.santaclaraca.gov</u>, choose Electronic Resources, ReferenceUSA then select either **in the library** or **Home**.

Tip: Up and Down arrows indicate whether or not the listing is for the corporate headquarters. A Down arrow indicates the headquarters and Up Arrows are for subsidiaries. *Printing tip:* To print multiple listings, first select individual listings using the checkboxes to the left of the listings before you select PRINT. *You may select only 25 listings to print at a time.* Print more by printing the first 25 then returning to Search Result and deselecting the first group then select another group of 25.

Select <u>Electronic Resources</u> from the library's website: <u>library.santaclaraca.gov</u> then <u>Learning</u> Express <u>Library</u> and get online instruction for free with your library card.

LearningExpressLibrary.com



Tip: Register for free to use *Learning Express Library*. This will allow you to begin a course, stop when it is convenient and begin again at the same spot. Use your **Santa Clara City Library** card as your username and create your own, memorable password. Also available in Spanish.

Job Search and Networking Skills

Preparing for the job search, using the Internet, classified ads, trade publications, and recruiters, will be covered in the online course. Organizing the job listings will be demonstrated as well. Networking teaches the job seeker to establish and maintain a network of contacts, follow networking etiquette and prepare questions for contacts.

Creating a Great Resume

A professional, well-written resume is the best way to get a potential employer's attention; with the help of this course, you'll learn how to tailor your resume to exactly what they're looking for.

Great Cover Letters

Your cover letter is your chance to make a strong first impression with a potential employer. By using the skills in this course, you're bound to get noticed.

Interview Tips to Get the Job You Want

A successful interview is the key to landing the job you want. This course tells you everything you need to know about how to prepare for and ace each job interview.



Safari Technical Books

Improve your computer and business skills. Access more than 4,800 digital books on computing, databases, programming, web design and business topics. Publishers such as Peach-Pit Press, O'Reilly, and Que are found here.

Mango Languages



Improve your English or learn a new language using this free language training program. In addition to ESL, there are more than 35 non-English languages you can study. Bring your headphones in order to listen in the library.

Have some fun, try the lessons for Pirate Language!+

Brainfuse

Upload a resume for review by a Career Professional within 24 hours. Skills improvement

Career Transitions

Quick resume in 6 steps Useful career tips from the blog

ReferenceUSA

Information on companies

Learning Express Library

Practice tests Skills building Electronic books

Mango Languages

ESL

Many other languages

Safari Technical Books

Brush up on your skills with these full text technical and business books

All free with your library card in the library or remotely 24/7!

Just Ask!

Need help after the class? We are happy to help you with these resources as well as anything we might have in the library or find something on the Internet for you. Stop by the Reference Desk on the 2nd floor or call (408) 615-2900.