

# BUILDING JOB SKILLS TO BE MORE MARKETABLE

Steven James Browne

Patricia Smolin

Mount Prospect Public Library

Monday, December 12, 2011

# What have you been working on?

- ▣ “Searching for a full-time job is a full-time job”
- ▣ How can I maximize use of that time while keeping productive and without losing my mind?
- ▣ Invest in yourself
- ▣ Knowledge can be free and accessible
- ▣ Dedicated self-planning
- ▣ Shape your workday
- ▣ Goal setting – keep it tangible
- ▣ Adopt a learning mindset
- ▣ Volunteer in related field – include on resume

# Expected Outcomes

- ▣ Know where to develop various office skills
- ▣ Identify how to learn language basics online
- ▣ Search ways to improve prospects, including networking and education
- ▣ Expand strategies for a job search
- ▣ Explore new interests – tap into creative self
- ▣ Shift scenery, surround yourself with inspiring people, sources, and environment

# Research and Reference www.mpppl.org

http://www.mpppl.org/research/index.html

Home / Research & Reference

**Article Finder**  
Search for journal, magazine, and encyclopedia articles

**E-Journals**  
Find online journals by title or subject

**Web Resources**  
Browse All Library Web Resources by Subject

**Looking for Family History?**  
Try **ancestry library edition**

previous next

- 2010 Census  
Steps to become familiar with the U.S. Census Bureau site, 2010 Census data, and American Fact Finder 2
- \$** Need help with Taxes 2010?
- Need in-depth research help? Make an appointment with a Reference Librarian.
- Need help with homework or a job search? Try Live Homework Help
- Prefer email or phone? 847 590-4050 in person? on the second floor at the Reference Desk.

**Research Guides**

- Business
- Community Info
- Consumer Research
- Genealogy
- Government
- Grants
- Jobs and Career
- Training Materials

**Browse All Library Web Resources by Title**

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Last Updated On October 20, 2011

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Java Update Available  
A new version of Java is ready to be installed.  
Click here to continue.

# Learning Express: Software Skills

The screenshot shows the LearningExpress Library homepage in a web browser. The browser's address bar displays <http://www.learnatest.com/LEL/index.cfm/>. The page features a navigation sidebar on the left with a search bar and a list of Learning Centers. The main content area is titled "Welcome to LearningExpress Library!" and includes a lightbulb graphic with the text "Get Started Now!". Below this, there are instructions to choose a Learning Center or browse the complete list of Learning Centers and eBooks. The bottom section contains login and registration forms. The right sidebar lists news items and a "What Do I Do Now?" section with links to Help Center, Guided Tour, and Learning Centers.

**Learning Centers**


- Elementary School
- Middle School
- High School
- College Preparation
- College Students
- Popular Software Tutorials
- GED Preparation
- Job Search & Workplace Skills
- Jobs & Careers
- Skill Building for Adults
- U.S. Citizenship
- Recursos para Hispanohablantes

**Welcome to LearningExpress Library!**


Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, eBooks, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

**Get Started Now!**

Choose a Learning Center on the left to begin exploring. . .

Click  to browse the complete list of Learning Centers.

—or—

Click  to browse the complete list of eBooks.

**Returning User Login:**

Username:

Password:

[Forgot your password?](#)

**New Users:**

Begin using LearningExpress Library now!

**News at LearningExpress Library**

- All eBooks are now available in the Learning Centers!
- New Practice Tests Now Available for Careers in: [Teaching](#) and [Medical Assisting](#).
- New Practice Tests Now Available for the [Test of English for International Communication \(TOEIC\)](#).
- Many New eBooks Now Available, including titles to help prepare for careers in Civil Service, Education, Allied Healthcare, and more.
- The **Job Search & Workplace Skills Learning Center** will help you:
  - Craft a resume that will get you hired
  - Strengthen your job searching, interviewing, and networking skills
  - Achieve career success

Visit the [Job Search & Workplace Skills Learning Center](#) now.

**What Do I Do Now?**

- Help Center:** Visit the [Library Help Center](#).
- Guided Tour:** Take a [guided tour of LearningExpress Library](#).
- Learning Centers:** Browse a [list of the Learning Centers and their resources](#).

<http://www.learnatest.com/LEL/index.cfm/eLearningCenter/getAllLearningCentersAndCats>

# Learning Express: Software Skills

The screenshot shows a web browser window displaying the LearningExpress website. The address bar shows the URL: <http://www.learnatest.com/LE/index.cfm/learningCenter/computerSkills>. The page title is "Welcome to LearningExpress Library!". The navigation menu includes: School, School, School, Preparation, Students, Tutorials, Preparation, Workplace Skills, Careers, building for Adults, Citizenship, and Hispanohablantes. A search bar is located at the top left. The main content area is titled "Popular Software Tutorials" and contains the following text:

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace.

These courses require Adobe Flash Player 8.0 or higher. [Click here to download Adobe Flash Player.](#)

Choose your tests, courses, and eBooks from the categories below:

- ▶ [Adobe Dreamweaver Courses](#)
- ▶ [Adobe Flash Courses](#)
- ▶ [Adobe Illustrator Courses](#)
- ▶ [Adobe Photoshop Courses](#)
- ▶ [Corel WordPerfect Courses](#)
- ▶ [Microsoft Access Courses](#)
- ▶ [Microsoft Excel Courses](#)
- ▶ [Microsoft Outlook Courses](#)
- ▶ [Microsoft PowerPoint Courses](#)
- ▶ [Microsoft Project Courses](#)
- ▶ [Microsoft Publisher Courses](#)
- ▶ [Microsoft SharePoint Designer Courses](#)
- ▶ [Microsoft Visio Courses](#)
- ▶ [Microsoft Word Courses](#)
- ▶ [Windows and Mac Operating Systems Courses](#)

On the left side, there is a "What Do I Do Now?" section with four items:

- Browsing Tests, Courses, and eBooks:** Click on a category on the right to view a list of resources in that topic.
- Searching for Tests, Courses, and eBooks:** Type the topic that interests you into the search field above. You can filter your search by selecting "Tests," "Courses," or "eBooks" from the pull-down menu, or leave the default "All" to search our entire library of resources.
- Moving to Other Learning Centers:** To jump to another Learning Center, click on the desired Learning Center in the tabs above.
- Improving a Course's Readability:** If you are having difficulty reading a course on your screen, pressing F11 on the keyboard to expand to full screen often improves readability. Please note, however, you can only do this in Firefox or Internet Explorer.

At the bottom, there is a "Need More Help?" link to the [Library Help Center](#).

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www.learningexpresslibrary.com is a trademark of LearningExpress, LLC.  
The LearningExpress test engine, patent # US 6,544,042, is a testing system proprietary to LearningExpress, LLC.  
Version 2.0

The Windows taskbar at the bottom shows the Start button, system tray icons, and several open applications: POB, In pr..., Horbo..., Welco..., PC Re..., Lat of..., and Micro... The system clock shows 6:12 PM.

# Learning Express: Software Skills

The screenshot shows a web browser window with the Learning Express website. The browser's address bar shows the URL: <http://www.learningexpress.com>. The page has a navigation menu at the top with tabs for School, Preparation, Students, Tutorials, Workplace Skills, Careers, Adults, Citizenship, and Hispanohablantes. A search bar is located at the top left. The main content area is titled "Popular Software Tutorials" and contains several sections:

- What Do I Do Now?**
  - Browsing Tests, Courses, and eBooks:** Click on a category on the right to view a list of resources in that topic. To view more specific information on a test, course, or eBook, click on its name.
  - Searching for Tests, Courses, and eBooks:** Type the topic that interests you into the search field above. You can filter your search by selecting "Tests," "Courses," or "eBooks" from the pull-down menu, or leave the default "All" to search our entire library of resources.
  - Moving to Other Learning Centers:** To jump to another Learning Center, click on the desired Learning Center in the tabs above.
  - Improving a Course's Readability:** If you are having difficulty reading a course on your screen, pressing F11 on the keyboard to expand to full screen often improves readability. Please note, however, you can only do this in Firefox or Internet Explorer.
  - Need More Help?** visit the [Library Help Center](#).
- Popular Software Tutorials**

These interactive tutorial courses will take your computer skills to the next level, while allowing you to learn at your own pace.

These courses require Adobe Flash Player 8.0 or higher. [Click here to download Adobe Flash Player.](#)

**Choose your tests, courses, and eBooks from the categories below:**

  - ▶ **Adobe Dreamweaver Courses**
  - ▶ **Adobe Flash Courses**
  - ▶ **Adobe Illustrator Courses**
  - ▶ **Adobe Photoshop Courses**
  - ▶ **Corel WordPerfect Courses**
  - ▶ **Microsoft Access Courses**
  - ▼ **Microsoft Excel Courses**
    - ▣ **Excel 2003 for Windows**
    - ▣ **Excel 2007 for Windows**
      - Microsoft Excel 2007 Course 1: Basic** Login to add

This self-paced, interactive course will teach you the basics of using Microsoft's spreadsheet program, Excel 2007. [more info](#)
      - Microsoft Excel 2007 Course 2: Intermediate** Login to add

This self-paced, interactive course was designed to teach users already familiar with the basics of Microsoft Excel 2007 some of the program's more advanced features. [more info](#)
      - Microsoft Excel 2007 Course 3: Advanced** Login to add

This self-paced, interactive course was designed to teach experienced users of Microsoft Excel 2007 the program's most advanced features. [more info](#)
    - ▣ **Excel 2008 for Macintosh**
    - ▣ **Excel 2010 for Windows**
  - ▶ **Microsoft Outlook Courses**

The browser's status bar at the bottom shows "Done" and "Internet" with a zoom level of 110%.

# Learning Express: Job Search Skills

**LearningExpressLibrary<sup>®</sup>**  
Welcome Mount Prospect Public Library!

Login | Help

Elementary School Middle School High School College Preparation College Students Popular Software Tutorials GED Preparation Job Search & Workplace Skills Jobs & Careers Skill Building for Adults U.S. Citizenship Recursos para Hispanohablantes

Search: [ ] All [v] [Q]

## Job Search & Workplace Skills

Below, you'll find a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Choose your tests, courses, and eBooks from the categories below:

- Business Writing
- Job Search, Resumes, and Interviewing
  - Job Search and Networking Skills
    - Career Course: Determining What You Want from Your Career** [Login to add](#)  
It is important to understand yourself and what you are looking for in a career. This course will help you define your goals so that you find the job that's perfect for you. [more info](#)
    - Career Course: Job Search and Networking Skills** [Login to add](#)  
The job search can be overwhelming, and there are many ways you can research job positions. This course explains how to use the resources available to you, including how to select a mentor. [more info](#)
    - eBook: Search Smart and Get Ahead** [Login to add](#)  
To succeed in the workplace, your opinions have to be taken seriously, and this guide will make that happen.... [more info](#)
    - eBook: Social Networking for Career Success** [Login to add](#)  
Learn how to create and promote your online brand and achieve success in your chosen career field. [more info](#)
  - Creating Great Resumes and Cover Letters
  - Interviewing
  - Success on the Job

# Learning Express: Skill Building

The screenshot shows the LearningExpressLibrary website interface. At the top, the logo reads "LearningExpressLibrary" with the tagline "Welcome Mount Prospect Public Library!". Navigation tabs include "Elementary School", "Middle School", "High School", "College Preparation", "College Students", "Popular Software Tutorials", "GED Preparation", "Job Search & Workplace Skills", "Jobs & Careers", "Skill Building for Adults", "U.S. Citizenship", and "Recursos para Hispanohablantes". A search bar is located on the left. The main content area is titled "Skill Building for Adults" and includes a search bar with "All" selected. Below the title, there is a paragraph of introductory text and a list of skill improvement categories. A sidebar on the left contains five informational sections: "What Do I Do Now?", "Browsing Tests, Courses, and eBooks", "Searching for Tests, Courses, and eBooks", "Moving to Other Learning Centers", and "Improving a Course's Readability". A "Need More Help?" link is at the bottom of the sidebar. The browser's address bar shows "Internet" and the page is zoomed to 110%.

**LearningExpressLibrary<sup>®</sup>**  
Welcome Mount Prospect Public Library!

Login | Help

Elementary School Middle School High School College Preparation College Students Popular Software Tutorials GED Preparation Job Search & Workplace Skills Jobs & Careers Skill Building for Adults U.S. Citizenship Recursos para Hispanohablantes

Search... All

## Skill Building for Adults

If you're a busy adult looking to improve or refresh your reading, writing, or math skills, the resources below will help you reach your goals.

Choose your tests, courses, and eBooks from the categories below:

- ▶ Math and Reasoning Skills Improvement
- ▶ Personal Finance Skills Improvement
- ▶ Public Speaking Skills Improvement
- ▶ Reading Skills Improvement
- ▶ Science Skills Improvement
- ▶ Statistics Skills Improvement
- ▶ Trigonometry Skills Improvement
- ▼ Writing and Grammar Skills Improvement
  - Grammar Practice
  - Grammar Skills for Writing Courses
  - Writing Practice
  - Fundamentals of Writing Courses

**What Do I Do Now?**

**Browsing Tests, Courses, and eBooks:** Click on a category on the right to view a list of resources in that topic. To view more specific information on a test, course, or eBook, click on its name.

**Searching for Tests, Courses, and eBooks:** Type the topic that interests you into the search field above. You can filter your search by selecting "Tests," "Courses," or "eBooks" from the pull-down menu, or leave the default "All" to search our entire library of resources.

**Moving to Other Learning Centers:** To jump to another Learning Center, click on the desired Learning Center in the tabs above.

**Improving a Course's Readability:** If you are having difficulty reading a course on your screen, pressing F11 on the keyboard to expand to full screen often improves readability. Please note, however, you can only do this in Firefox or Internet Explorer.

**Need More Help?** Visit the [Library Help Center](#).

Internet 110%

# Mango Languages

Mount Prospect Public Library  
Language Learning Center

Powered by 

Logged in as sbrowne@mppl.org  
[Profile](#) [Log Out](#)

[Dashboard](#) [Courses](#) [Translate](#) [Support](#)

## Welcome to your User Dashboard!

Mango uses real-life situations and actual conversations to more effectively teach a new language. By listening to and repeating after material designed from native conversations, you'll not only learn the individual words and phrases, you'll know how they're used in practical situations and conversations. You'll learn more than grammar, vocabulary and conjugation, you'll learn how to communicate.

### Recently Studied Courses


<a href="#">Chinese (Mandarin) Basic</a>	75 minutes	✕
<a href="#">Chinese (Mandarin) Complete 1.0</a>	0 minutes	✕
<a href="#">Irish Basic</a>	1 minute	✕
<a href="#">Spanish (Latin America) Complete 1.0</a>	0 minutes	✕
<a href="#">Tagalog Basic</a>	2 minutes	✕
<a href="#">Urdu Basic</a>	62 minutes	✕


**Time spent studying** is based on the amount of time you spend using the actual language learning program.


**Learning Hours** 2.4  
**Courses Studied** 6


### Recent Tweets

MangoLanguages: who knew? RT @jaredromey: Must-know gestures for Argentina: <http://t.co/ySYKJ2Ug> #Argentina #spanish #language #teach 12 hours ago

 [Follow us on Twitter!](#) ▶

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 [Visit us on Youtube](#) ▶

# Mango Languages Basic & Complete 2.0

SPANISH

mango  
languages

Chapter 1: Greetings, Gratitude, Goodbyes  
Lesson 1

Female 1 ¡Hola! ¿Cómo está usted?

Male 1 ¡Buenos días! Estoy bien, gracias. ¿Y usted?

Female 1 Estoy bien también. Gracias.

Male 1 Well, have a good day.

Female 1 Likewise. Goodbye.

Lesson 1 2 of 52

Keyboard Guide

Number On


# Mango Languages Complete 1.0

Main Lessons Condensed Lessons Vocabulary Review Phrasebook Review

Slide 2 of 78 Replay Bookmark Slide

◀ ▶

Hello. How are you?  
Hola. ¿Cómo está usted?

Keyboard Control 



Course Selection  
Spanish

Lesson Selection  
Lesson 1

Lesson Mode  
Main

Access Level

Audio / Video Settings  
 Narrator On

Volume  Transparency 

Build 3.21.02

# Ferguson's Career Guidance

The screenshot shows the Ferguson's Career Guidance Center website. The header features the 'Facts On File' logo and navigation links for 'Home', 'Job Profiles', 'Skills', 'Resources', and 'Help'. A search bar is located in the top right. The main content area is divided into several sections:

- JOB AND INDUSTRY PROFILES:** Includes links for 'Fastest Growing Jobs', 'Highest Paying Jobs', and 'Most In-Demand Jobs'. A link to 'Browse All Job and Industry Profiles >' is also present.
- JOB-HUNTING AND WORKPLACE SKILLS:** Includes links for 'Cover Letters', 'Résumés', and 'Interviewing'. A link to 'Browse All Job-hunting and Workplace Skills >' is also present.
- CAREER AND INDUSTRY RESOURCES:** Includes links for 'Apprenticeships', 'Internships and Summer Jobs', and 'Industry Resources'. A link to 'Browse All Career and Industry Resources >' is also present.
- COLLEGE PLANNING AND FINANCIAL AID:** Features a 'School Searches' button and a description: 'Search graduate, nursing, undergraduate, and vocational and technical schools.' Below this is a photo of a campus and links for 'Financial Aid Directories', 'College Planning Timeline', 'Choosing a College', 'Choosing a College Major', and 'Applying for Student Loans'. A link to 'Browse All College Planning and Financial Aid >' is also present.
- Career Interest Assessment:** A section with a 'Click Here to Use the Tool >' link.
- Career Opportunities News:** A section with a 'View All Career Opportunities News >' link.

The bottom of the page shows a browser status bar with 'Done', 'Internet', and '105%' zoom level.

# Ferguson's Career Assessment

The screenshot displays the Ferguson's Career Guidance Center website. The header includes the 'Facts On File' logo, a user profile 'Guest | Fofweb Login', and a 'Saved Items' icon. The main navigation bar features links for 'Home', 'Job Profiles', 'Skills', 'Resources', 'Help', and a search box for 'Search Job Profiles:'. Below this is a secondary navigation bar with 'Dictionary', 'Advanced Search', 'Search History', and 'Search Tips'. The main content area is titled 'Career Interest Assessment: Introduction' and contains three paragraphs of text. The first paragraph explains the purpose of the assessment. The second paragraph details the ranking process and the six interest categories. The third paragraph clarifies that the assessment is not a test but a tool for exploration. A 'BEGIN' button is located at the bottom of the text. To the right, there are utility icons for 'Save', 'Email', and 'Print', along with 'Larger' and 'Smaller' text size options. Below these is a 'Learn More' section with links for 'Instructions', 'Interest Categories', and 'Understanding Your Results'. At the bottom of the page, there is a 'Record URL:' section with a link to the assessment page and a 'Return to Top' link. The footer contains various site navigation links and copyright information.

**Facts On File** Guest | Fofweb Login Saved Items

## Ferguson's Career Guidance Center

Additional Facts On File Databases

Home | Job Profiles | Skills | Resources | Help Search Job Profiles:

Dictionary | Advanced Search | Search History | Search Tips

Home > Career Interest Assessment: Introduction

### Career Interest Assessment: Introduction

Pursuing an occupation that matches your interests can help make for a rewarding and satisfying career. The Career Interest Assessment is designed to help you discover your personal interests and apply that knowledge toward choosing a future occupation.

To use the assessment, rank each of 180 statements as "Dislike," "Like," or "Unsure." The results will help identify your primary interest areas and link them to jobs and industries where those interests apply. Interest areas are divided into six categories: Artistic, Conventional, Enterprising, Investigative, Realistic, and Social. Because no individual fits neatly into a single category, your assessment results will rank all six interest areas and direct you to related lists of jobs and industries for each.

The assessment is not a test. It is not meant to tell you what career to choose. Rather it should be used as one step in a process of career exploration and planning. It is designed only to aid you in learning more about potential careers. Discuss your results with family, friends, and counselors, who can help you put them in perspective. Users are encouraged to re-use the assessment periodically to update your results as your interests and priorities change over time.

**BEGIN**

**Record URL:**  
<http://www.fofweb.com/activeink2.asp?itemID=WEP4AG10=51>

[Return to Top](#)

**Learn More**

- [Instructions](#)
- [Interest Categories](#)
- [Understanding Your Results](#)

Sources | Site Map | Most Viewed | Terms of Use | Privacy Policy | About Facts On File | Contact Us

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Internet 110%

# Ferguson's Career Skills

**Ferguson's Career Guidance Center**

Home | Job Profiles | Skills | Resources | Help Search Job Profiles:

Dictionary | Advanced Search | Search History | Search Tips

## Job-Hunting and Workplace Skills

Maintaining a professional appearance and interacting well with others are important aspects of getting and keeping a job. Find out how to best present yourself here.



### Résumé and Job-Hunting Skills

Learn how to look for jobs, format a resume, ace an interview, and more.

### Finding a Career Path

### Interviewing

### You're Hired!



### Career Skills

Learn how to communicate well, organize yourself, work as part of a team, and more.

### Cover Letters

Special Feature: [View and download sample letters](#)

### Résumés

Special Feature: [View and download sample résumés](#)

### Communication Skills

### Ethics and Etiquette

### Finding A Job

### Leadership Skills

### Learning the ropes

### Organization Skills

### Problem Solving

### Research and Information Management

### Teamwork Skills

### Organization Skills

### Problem Solving

### Research and Information Management

### Teamwork Skills

### PROFESSIONAL TIP



#### Tip # 23: Proofread every document.

Click here for 100 more tips on how to gain happiness and success in your career: [More >](#)

### CAREER OPPORTUNITIES NEWS

#### Featured Article



#### When Should You Decide to Leave a Job?

### BROWSE VIDEOS



Click here to browse videos on career skills: [More >](#)

### HOW TO GAIN THE PROFESSIONAL EDGE

It's All About You      Details Make a Difference

Internet      110%

# Goodwill Community Foundation www.gcflearnfree.org/

The screenshot displays the homepage of the Goodwill Community Foundation's educational website. The browser's address bar shows the URL <http://www.gcflearnfree.org/>. The main banner features the text "Work Smarter" and "Advance your career and move forward in life with our Work, Career and Money tutorials." Below this, there are six icons representing different topics: Career Planning, Job Search, Resume Writing, Money, Interviewing Skills, and Job Success. To the right of these icons is a large image of a yellow briefcase on a wooden chair. Below the banner, there are three large tiles for "Computers", "Reading", and "Math". Further down, there are four smaller tiles: "Career" (with a briefcase icon), a 3D pie chart, a tablet and laptop, and a stack of folders. At the bottom, there is a "Take a free online class." button with a globe icon, and social media links for "Blog", "YouTube", "twitter", and "facebook". The footer contains navigation links: "About Us | Site Map | Terms of Use | Support | Spanish | Donate | Classes | My Account" and the copyright notice "©1998-2011 Goodwill Community Foundation, Inc. All rights reserved." The browser's status bar at the bottom shows "Error on page." and "Internet" with a 105% zoom level.

<http://www.gcflearnfree.org/>

## Work Smarter

Advance your career and move forward in life with our Work, Career and Money tutorials.

- Career Planning
- Job Search
- Resume Writing
- Money
- Interviewing Skills
- Job Success

### Computers

### Reading

### Math

#### Career

Take a free online class.

[Blog](#) [YouTube](#) [twitter](#) [facebook](#)

[About Us](#) | [Site Map](#) | [Terms of Use](#) | [Support](#) | [Spanish](#) | [Donate](#) | [Classes](#) | [My Account](#)  
©1998-2011 Goodwill Community Foundation, Inc. All rights reserved.

Error on page. Internet 105%

# Goodwill Community Foundation

## www.gcflearnfree.org/

The screenshot shows a web browser window displaying the 'Career' page on the Goodwill Community Foundation website. The browser's address bar shows 'http://www.gcflearnfree.org/career'. The page has a teal header with the breadcrumb 'Home > All Topics > Career'. The main content area features a large 'Career' heading with a yellow stick figure icon, followed by the text 'Move ahead in your career with tutorials on resumes, the job search, interviewing and more.' Below this is a grid of 14 topic icons: Career Planning, Job Search, Resume Writing, Cover Letters, Microsoft Word, Interviewing Skills, Workplace Basics, Job Applications, Classifieds, Job Application, Job Development, Money, and Social Media. To the right, there is a 'Read More On the BLOG' section and a 'You Might Also Like' list including Computer Basics, Email Basics, Chat, Facebook 101, Job Success, Microsoft Office, and Internet Basics. At the bottom, there are social media links for Blog, Twitter, YouTube, and Facebook, and a footer with navigation links and copyright information.

Home > All Topics > Career

## Career

Move ahead in your career with tutorials on resumes, the job search, interviewing and more.

- Career Planning
- Job Search
- Resume Writing
- Cover Letters
- Microsoft Word
- Interviewing Skills
- Workplace Basics
- Job Applications
- Classifieds
- Job Application
- Job Development
- Money
- Social Media

Read More On the **BLOG**

You Might Also Like

- Computer Basics
- Email Basics
- Chat
- Facebook 101
- Job Success
- Microsoft Office
- Internet Basics

Blog | Twitter | YouTube | Facebook

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# Research and Reference: Jobs and Career Development Research Guide

Mount Prospect Public Library  
explore the opportunities.

My Account | Contact Us | Site Index  
Home | Teen Zone | Parents & Teachers

font: A A A

Search Catalog

Home Catalog Books, Movies, & Music Research & Reference Events Services About Us South Branch

RESEARCH & REFERENCE

Adult Continuing Education  
Ask a Librarian  
Illinois Digital Archives  
E-Nets Startup  
Notes From the Reference Desk  
Public Green  
Training Materials  
Village Vibe  
Web Resource of the Month  
Web Resources by Subject  
Web Resources by Title

Home / Research & Reference / Research Guides / Jobs and Career Development

## Jobs and Career Development

For a successful job search:

- Prepare yourself and your resume
- Assess your skills
- Research the types of jobs available
- Evaluate what skills and background are required

[General Information About Jobs, Careers and Salaries](#)  
[Online Job Search](#)  
[Resume and Cover Letters](#)  
[Skills Improvement and Test Practice](#)  
[Company Research](#)  
[Interviewing](#)

[General Information About Jobs, Careers and Salaries](#)

[Ferguson's Career Guidance Center](#) use at home use in library  
Provides detailed profiles of more than 3,300 jobs and 94 industries, invaluable advice on career skills, more than 48,000 resource entries, and much more!

[Illinois Department of Employment Security](#)  
Helps with everything from writing resumes and interview practice to finding jobs

[CareerOneStop](#)  
Sponsored by the U.S. Department of Labor Link to career and occupation information as well as industry information

[O NET](#)  
Career/Occupational/Salary information required for specific jobs. Contains comprehensive job descriptions, including tasks, required knowledge

Done Internet 105%

# Research and Reference: Careers and Job Searching

Training Materials  
Village Vibe  
Web Resource of the Month  
Web Resources by Subject  
Web Resources by Title

**Search Consumer Reports**

Search

Full Text


**EBSCO**

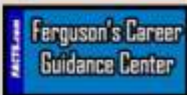
**Arts and Entertainment +**


**Books and Reading +**


**Business And Personal Finance +**


**Careers and Job Searching +**


 **Adult Career Center (Live Tutor)**  
MPPL offers help from real, live tutors via our Web site or from the Library's in-house computers -- Free!


 **Ferguson's Career Guidance Center**  
Click here to use at home  
Provides detailed profiles of more than 3,300 jobs and 94 industries, invaluable advice on career skills, more than 48,000 resource entries, and much more!

 **Learning Express Library**  
Take practice tests in a variety of subject areas, including ACT, GED, Civil Service and Citizenship exams. Learn computer skills and job interview techniques.

 **Jobs and Career Development Research Guides**

 **workNet Center**  
workNet Center hosts free job preparation workshops and are available to work with you one-to-one by appointment. They will also help with applying for unemployment online. (847-981-7400) 723 W. Algonquin Rd., Arlington Heights.

 **CEDA Northwest Self-Help Center**  
CEDA Northwest Self-Help Center helps in job readiness and has a counselor available by appointment (847-392-2332) 1300 W. Northwest Hwy., Mount Prospect.

 **NEIGHBORING JOB SERVICE ORGANIZATIONS**

Done Internet 110%

# Research and Reference: Training Materials

The screenshot shows a library website with a navigation bar at the top containing links for Home, Catalog, Books, Movies, & Music, Research & Reference, Events, Services, About Us, and South Branch. A search bar and a 'Catalog' dropdown menu are also visible. The main content area is titled 'Training Materials' and includes a sub-header 'Training materials (in pdf format) from online resources classes can be viewed and/or printed. Please ask at the Reference desk for further assistance.' Below this is a list of 15 training materials, each with a title and a brief description of the resource.

Home - Research & Reference / Training materials

### Training Materials

Training materials (in pdf format) from online resources classes can be viewed and/or printed. Please ask at the Reference desk for further assistance.

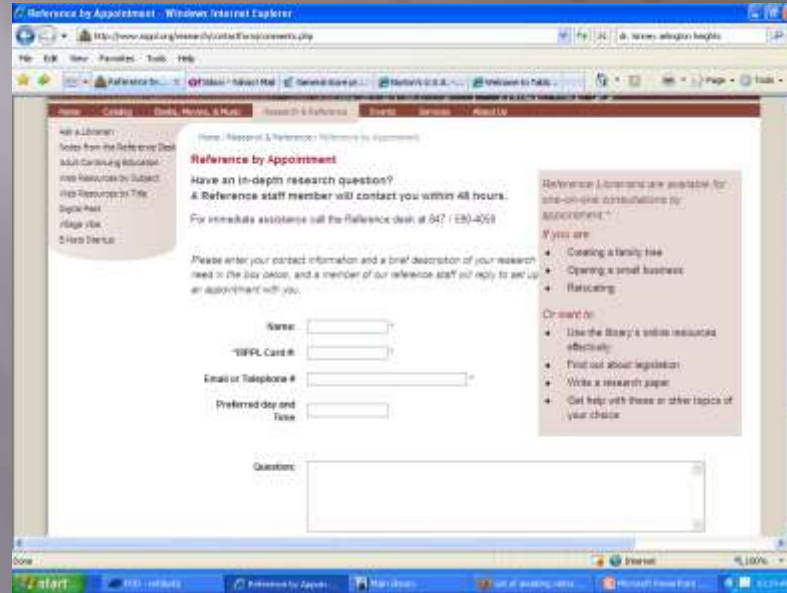
- **Building Job Skills to Be More Marketable**  
Invest in yourself—take active steps to improve your computer skills, polish your résumé, and develop your personal and professional interests.
- **The Definitive Resource - LexisNexis**  
How to retrieve news, legal and company information from this very rich source.
- **Exploring Ancestry Library**  
How to search and retrieve data from Ancestry Library Edition.
- **Exploring Internet Sites for Genealogists**  
Tips for searching several free genealogy-related websites including: Cyndi's List, Family Search and Illinois State Archives.
- **Generating Leads for Your Business or Job Search**  
ReferenceUSA, LexisNexis and Public Records.com to search for potential employers.
- **Introduction to Research Methods**  
General overview to gathering articles, tapping into research databases, and appropriate citing sources.
- **Online Health Information**  
A variety of free and subscription databases, including: Salem Health, Medicine Plus and MayoClinic.com
- **Online Job Searching Essentials**  
Create online job search accounts, upload your résumé to online job applications, and search for job types, location, and salary range.
- **Online Resources for Do-It-Yourself Projects**  
Learn about online resources that can help you learn a new language, try a new craft, help with a home repair issue, and repair your car.
- **Online Resources to Tell Your Own Story**  
An overview of web resources presented during National Library Week 2011.
- **Opening and Expanding a Business in Mt Prospect**  
Village staff present guidelines for procedures, zoning, and permits for opening or expanding a business.
- **Preparing for the Job Interview: Know the Company**  
Subscription databases including LexisNexis, Reference USA, and MasterFile Premier to search company info.
- **Research your Portfolio**  
Morningstar Investment Research Center and Standard and Poor's NetAdvantage to search investment information.
- **Smart Shopping: Be an Informed Consumer**  
Search tips for several free consumer-related web sites, e.g. Consumer Search, Better Business Bureau and Kelley Blue Book.

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# Reach out to neighboring services:

- ❑ workNet Center hosts free job preparation workshops and are available to work with you one-to-one by appointment. They will also help with applying for unemployment online. (847-981-7400) 723 W. Algonquin Rd., Arlington Heights.
- ❑ CEDA Northwest Self-Help Center helps in job readiness and has a counselor available by appointment (847-392-2332) 1300 W. Northwest Hwy., Mount Prospect.
- ❑ Harper College, Community Career Services offers career counseling by appointment to the public (847-925-6293).
- ❑ St. Hubert's Job Ministry offers a rotation of classes to prepare and review resumes, and build skills needed in the workplace (847-885-7700). They also host networking meetings on the second and fourth Monday of each Month at 7-9p. at 729 Grand Canyon St., Hoffman Estates.
- ❑ The Jewish Vocational Service (JVS) Northwest Suburban office provides resume essentials and career counseling (847-392-8205).
- ❑ Computer Training offered through a Doorstep Community Outreach effort hosts basic training at the Faith Alliance Bible Church (847-502-1598) 382 S. Mount Prospect Rd., Des Plaines.

# Reference by Appointment



- In-person
- Phone (847-253-5675)
- Email ([reference@mppl.org](mailto:reference@mppl.org))
- Chat

