

Local resources for job seekers

► **Morris County Employment & Training Services**...vocational guidance, computer classes & office support <http://www.morrishumanservices.org>

► **Networking groups**...featured speakers, resume critiques, interview practice & job leads <http://mclib.info/ref/jobgroups.html>

► **Educational opportunities**...computer classes, vocational training, certificate programs <http://mclib.info/computerclass.html>

Library resources & services

Public libraries welcome everyone! You do not need a library card to visit a library or use our materials. If you want to borrow materials, or use our databases from home, you DO need a library card. Your permanent card is issued by the library in the town where you live (pay your taxes). Morris County Library (MCL) issues cards to the 4 municipalities without local libraries: Boonton Twp, Mine Hill, Victory Gardens & Netcong. Your card is honored in all public libraries in Morris County. You can borrow from one library and return to another. Local libraries are not MCL branches. They are owned and operated independently. Libraries & catalog here: <http://mainlib.org> NOTE: MCL imposes no time limits on computers, nor do you need to register with the librarians.

Career seminars...company research, Internet job tips, online job applications

Computers...Internet, Word, Excel, PowerPoint & wireless access

Computer classes for beginners...employers expect everyone knows Word, etc.

Research databases...company profiles & news; many available from home (with library card)

Group study rooms...for meetings with 2-14 people (job interviews, tutoring, etc.)

Test proctoring...distance education offers flexibility

Notary service...free. Call first (to make sure a notary is available) & bring your photo ID

Reference services...help finding company information, assistance programs, directions, etc.

Job search books: why buy when you can borrow?

- **Top jobs & career information**...education, employment outlook, earnings potential
- **Working choices**...part time, temping, telecommuting, consulting & entrepreneurship
- **Career changing**...starting over, re-tooling, industry switching & workforce re-entry
- **Job search handbooks**...why buy when you can borrow?
- **Resumes**...examples by profession, career stage & style
- **Job search letters**...business writing basics; samples by profession and situation
- **Interview q & a**...answering tough questions, what to ask, different kinds of interviews
- **Salary negotiation**...proven strategies & going rates

Morris County Library

30 East Hanover Ave. Whippany, NJ 07981

(973) 285-6969

Monday-Thursday, 9-9; Friday & Saturday, 9-5, Sunday (Sept.-April) 1-5

www.mclib.info/jobclass.html

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