

DATABASES AT YOUR FINGERTIPS:

LearningExpress Library*

Build job search and workplace skills, or use the Career Center to take scored licensing, certification, and aptitude practice tests and discover vital information for a wide variety of occupations.

Reference USA*

Includes 30 million business profiles and 220 million U.S. residential listings. Find employment opportunities, research companies and their competition, use resumé templates, get job tips, and more!

Lynda.com*

Educational resource offering thousands of video courses in software, creative, and business skills. Taught by industry experts.

Treehouse*

Online video and interactive learning platform specializing in teaching how to design and develop websites & mobile apps.

* For access to these resources and more, click **Research It** on our website (www.bcplib.org) and choose **Jobs & Careers**. You must register with a valid library card to use most databases.

BCPL REFERENCE DEPARTMENT OFFERS SPECIAL SERVICES:

Computer Classes

We offer one-on-one computer classes on a variety of subjects to help build workplace skills, from basic internet navigation to intermediate Excel and PowerPoint. Call to schedule an appointment at any BCPL location. Also watch our events page for information on special group classes.

Resumé Consultation

Is your resumé lacking that special something to make it stand out? Do you need another set of eyes to take a look? You can schedule a 30-minute resumé consultation with the reference department to see if we can find ways to perk it up a bit!

Bullitt County Public Library Resources

USEFUL WEBSITES FOR JOB SEARCHING:

indeed.com/jobs

Offers a simple, user-friendly interface to search a variety of job sites, newspapers, associations, and company career pages all in one place.

kentuckianaworks.org

Search for jobs in Kentucky, get help with resumé or finishing your education, and find resources for laid-off workers. BCPL has a representative on site Wednesdays and Fridays, check events calendar for location and hours.

glassdoor.com

Search millions of jobs and get the inside scoop on companies with employee reviews, personalized salary tools, and more.

careerbuilder.com

One of the largest online job sites; you can search by occupation, industry, employer, location, or salary and by full-time, part-time, temporary, and contract employment.

mynextmove.org

An interactive tool for job seekers, students, and other career explorers to learn more about their career options.

louisvilleworks.com

Access Kentucky jobs by location, job-type, keyword and salary, or by employer.

If you have any questions, please feel free to ask any library staff member for help or contact the Reference Department for specialized assistance.

502-543-7675 ext. 4 / reference@bcplib.org

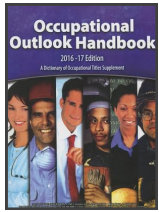
www.bcplib.org

Library Resources for Job Seekers

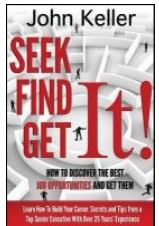


Reference Services
Revised April 2018

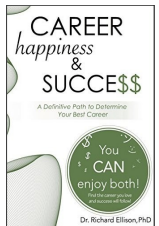
The Career You Want:



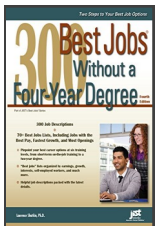
Occupational Outlook Handbook: A Dictionary of Occupational Titles Supplement by U.S. Department of Labor, Bureau of Labor Statistics (2016) **R 331.7 OCCU**



Seek It, Find It, Get It!: How to Discover the Best Job Opportunities and Get Them by John Keller (2017) **650.14 KELL**



Career Happiness & Success: A Definitive Path to Determine Your Best Career by Dr. Richard Ellison (2016) **650.14 ELLI**

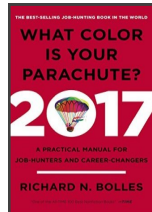


300 Best Jobs without a Four-Year Degree by Laurence Shatkin (2014) **331.702 SHAT**

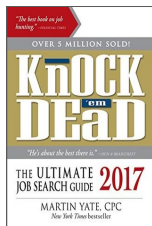
150 Best Jobs for Your Skills by Laurence Shatkin (2012) **331.702 SHAT**

Top 100 Careers without a Four-Year Degree: Your Complete Guidebook to Major Jobs in Many Fields by Michael Farr (2012) **331.702 FARR**

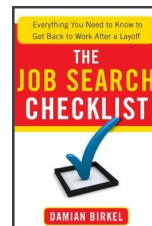
Job Hunter's Game Plan:



What Color Is Your Parachute?: A Practical Manual for Job-Hunters and Career-Changers by Richard Nelson Bolles (2017) **650.1 BOLL**



Knock 'em Dead: The Ultimate Job Search Guide 2017 by Martin Yate (2017) **650.14 YATE**



The Job Search Checklist: Everything You Need to Know to Get Back to Work after a Layoff by Damian Birkel (2013) **650.14 BIRK**

Job Searching with Social Media for Dummies by Joshua Waldman (2013) **650.14 WALD**

The Power Formula for LinkedIn Success: Kick-Start Your Business, Brand, and Job Search by Wayne Breitbarth (2013) **658.054678 BREI**

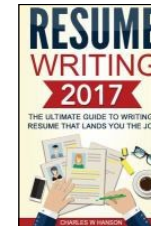
Pivot: The Only Move That Matters Is Your Next One by Jenny Blake (2016) **650.14 BLAK**

100% Job Search Success by Gwenn Wilson (2014) **650.14 WILS**

Resumes & Cover Letters:



Knock 'em Dead Resumes: A Killer Resume Gets MORE Job Interviews! by Martin Yate (2017) **650.14 YATE**



Resume Writing 2017: The Ultimate Guide to Writing a Resume that Lands You the Job by Charles W. Hanson (2017) **650 HANS**

Resumes for Dummies: 7th Edition by Laura DeCarlo (2015) **650.14 DECA**

Best Resumes for College Students and New Grads: Jump-Start Your Career! by Louise M. Kursmark (2012) **650.14 KURS**

Same-Day Resume: Write an Effective Resume in an Hour by Louise M. Kursmark (2012) **650.14 KURS**

Good Advice:

Rise and Grind: Outperform, Outwork, and Outhustle Your Way to a More Successful and Rewarding Life by Daymond John (2018) **650.1 JOHN**

When to Jump: If the Job You Have Isn't the Life You Want by Mike Lewis (2018) **650.1 LEWI**