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Employment and online career resources at library

If you're at the beginning of your working life or looking for a career change, the Milton Public Library can help you with specialty online career resources available on our public workstations or from your computer at home.

The reality of today's complex job market means that the job search process now requires research strategies and technical skills that most people find daunting. Your library is here to help.

A good starting point for new graduates or career changers is InterOPTIONS — the Canadian Work Preference Inventory (CWPI) — a test designed to measure work interests and relate them to various occupations.

You can do the test at our workstation, and your personal printout from InterOPTIONS will list a number of occupations that you can then explore further in our career resources.

CareerCruising is an online service that gives you an in depth insight into a wide range of current occupations in Canada. Interactive interviews feature real people who tell you what they do in a typical day on the job.

Other sections have apprenticeship programs and direct links to post-secondary institutions in

Cover
to
cover



Canada.

The online personal portfolio section lets you save information on careers that appeal to you and allows you to create a great resume that showcases your career objectives, experience and education.

CareerCruising is also available from home via www.mpl.on.ca/mpldatabases.htm. Scroll down the page and choose the connection for "at home" users. You will need to type in the barcode numbers from the front of your library card.

Now that you've researched a career how do you find out where the jobs are?

If all you do is scan the ads in the newspaper, then you're missing out on the thousands of jobs that are never advertised at all, or are only available via Internet job boards.

The library has public Internet stations where you can search postings from the best online job boards in Canada.

For the hidden job market you can research prospective compa-

nies on the Internet and contact them directly.

And what about the preparation of your resume?

You'll want one that reflects your skills and abilities and makes an impression on prospective employers.

We have a computer with two word processing software packages — Microsoft Word and Corel WordPerfect or you can try WinWay Resume, our template resume software.

Simply type in your personal information where prompted, and WinWay Resume does all the formatting for you.

Choose customizable sample resumes and cover letters from a variety of occupations.

When you are ready to print, our laser printer will deliver a polished, professional resume for a small charge, ready for you to mail to prospective employers.

If you have an e-mail service with one of the free providers, you can also e-mail your resume directly to your prospective employers from the library workstation.

So don't be left out of the complicated employment market, Milton.

Cover to cover is prepared by staff at the Milton Public Library.

Library column 'Cover to Cover' is featured in The Champion on every third Friday of the month.

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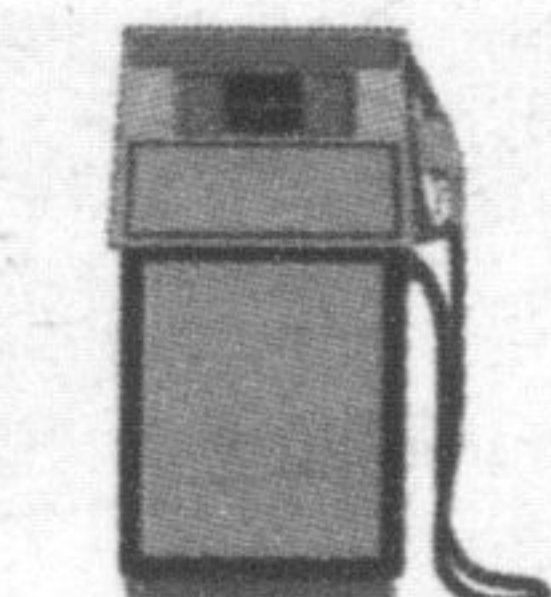
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