



# Find a Job

Jefferson County Public Library has many resources for job hunters. The materials listed here can help with research, locating positions, resume writing and job interviews.

To access job and career resources, visit our website at [www.jeffcolibrary.org](http://www.jeffcolibrary.org)

- Click **Research Tools**
- Under **Subject Guides**, click [Jobs/Careers](#).

Ask a librarian if you need assistance with your search.



## Finding Employment Assistance

The **Jefferson County Workforce Center** provides free employment services to match businesses with job seekers. These services include career counseling and skills assessment, job referrals to qualified applicants, conducting a job search, networking, interviewing, resume writing, and computer skills workshops. The Jefferson County Workforce Center is located at 3500 Illinois Street in Golden. Phone 303-271-4700 or visit <http://www.jeffcoworkforce.org>.

The **Library** provides computer access to support job searching and resume writing. Visit any library location to reserve a computer for up to two hours each day. If you need to develop your computer and Internet skills, the Library offers **Computer Classes** to all patrons. Contact the Library to register for a class.

Not-for-profit groups in Jefferson County may be able to arrange for the **eTrain** to visit their location. The eTrain is a mobile training lab that brings computer basics and job readiness classes to locations around the county. To learn more, visit [www.jeffcolibrary.org/locations/eTrain.html](http://www.jeffcolibrary.org/locations/eTrain.html).

Connecting Colorado is a site provided by the Colorado Department of Labor and Employment, where individuals seeking employment and businesses seeking employees can be matched and brought together to fit each other's needs. Visit <http://www.connectingcolorado.com>.

## Researching Careers

- **What Color is Your Parachute?** Bolles, Richard 331.702
  - **Encyclopedia of Careers and Vocational Guidance** Morkes, Andrew, R331.702
  - **Occupational Outlook Handbook** R331.702
- See also the subject heading "vocational guidance."

There are many online resources to help you in your search. Visit the Library's homepage at [www.jeffcolibrary.org](http://www.jeffcolibrary.org), click *Research Tools* and then click *Subscription Databases A-Z*. [CareersInternet.org](http://CareersInternet.org) helps you find careers that match your skills and interests.

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[Learning Express Library](#) provides practice tests for many skills and certifications.

[College Source Online](#) has extensive information about colleges and universities.

The Library's Jobs/Careers page links to several websites to help you consider a career. From the Library's homepage, click *Research Tools*. Under "Subject Guides," click *Jobs/Careers*.

Some of the sites linked from this page include:

- [bls.gov](#) – contains the [Occupational Outlook Handbook](#).
- [careeronestop.org](#), [careervoyages.gov](#) – comprehensive career planning sites.
- [jan.wvu.edu](#) – job accommodation network.
- [jobhuntersbible.com](#) – Richard Bolles' website.
- [online.onetcenter.org](#) – information on occupations; skills searching.
- [rileyguide.com](#) – job search, resumes and cover letters.

## Researching Employers

You can find out about potential employers using [Reference USA](#) and [ThomasNet](#). [Business Source Complete](#) includes magazine and newspaper articles about business, as well as a "Company Profiles" section.

Most Jefferson County libraries have the following books:

[Colorado Business Directory](#) R338.09788

[D & B Regional Business Directory](#) R338.09788

[Denver Metro Business Directory](#) R658.8025

## Finding Jobs

Many JCPL locations have current issues of the following periodicals and newspapers:

[Denver Business Journal](#) – weekly

[Federal Jobs Digest](#) – biweekly

[Jobs Available](#) – biweekly

On JCPL's Jobs/Careers page, you can access many websites with local, national and international job listings.

**Craigslist** can be a good source for local job postings. You may search both the "Jobs" section and the "Gigs" section, which is intended for more short-term or temporary positions. For Denver Metro area listings, visit <http://denver.craigslist.org>.

If you are searching Craigslist on a Library computer, note that clicking on an e-mail address to respond to a posting will not work. In order to respond to a posting on a library computer:

- Log into your preferred e-mail account and begin a new message.
- Copy and paste the "Reply to" e-mail address into the "To" field of your new e-mail message.
- Respond to the posting by sending an e-mail to the address you copied and pasted.
- If the employer responds, you will receive a message in your e-mail inbox.

As with any other resource on the web, be aware of the personal information you are providing and do not respond to job postings that look like possible scams. Craigslist provides tools to report any postings that look suspicious.

## Applying and Interviewing

The Library has several online resources to help you apply and interview for a job. [Optimal Resume](#) includes practice interviews and skills assessments. You can also create professional resumes, cover letters and websites to share this information with employers. [JobNow](#) provides live online job coaching, e-mail help with resume writing and more.

## Relocating

Knistern, Nancy – [Moving and Relocation Sourcebook and Directory](#) R307.7640973

[Places Rated Almanac](#) R307.7640973

## Online, Anytime! [www.jeffcolibrary.org](http://www.jeffcolibrary.org)

Reach any of our Jefferson County Public Library locations by calling one convenient number – **303.235.5275**