

General Job Searching

BOOKS in Muskego Public Library

#EntryLevelBoss: how to get any job you want, Shoen, Alexa. (2020)

650.14 S559 New Books

50 ways to get a job: an unconventional guide to finding work on your terms,

Aujla, Dev. (2018) 650.14 A923

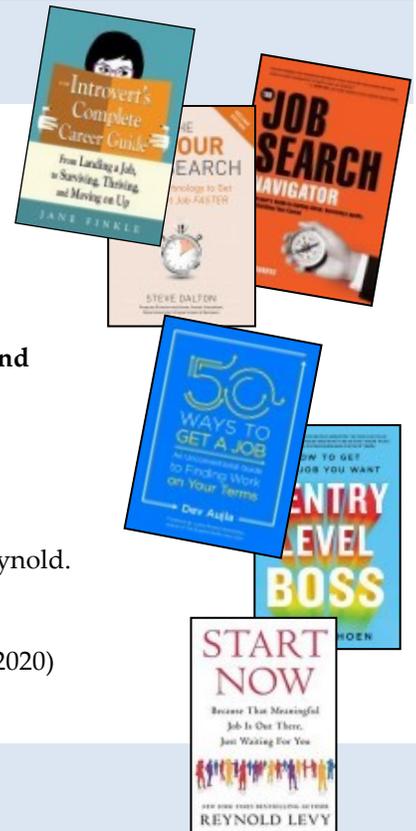
The introvert's complete career guide: from landing a job, to surviving, thriving, and moving on up, Finkle, Jane. (2019) 650.14 F499

The job search navigator: an expert's guide to getting hired, surviving layoffs, and building your career, Durfee, Matt. (2016) 650.14 D958

Start now: because that meaningful job is out there, just waiting for you, Levy, Reynold. (2020) 650.14 L668 New Books

The 2-hour job search: using technology to get the right job faster, Dalton, Steve. (2020)

650.14 D152 New Books



*eBOOKS in Wisconsin's Digital Library***

**To find library ebooks, visit the Wisconsin Public Library Consortium's website at: wplc.overdrive.com

Moving Forward in Mid-Career: A Guide to Rebuilding Your Career after Being Fired or Laid Off 2019
John Henry Weiss

Over 50 and Motivated: A Job Search Book for Job Seekers Over 50 2017 Brian E. Howard

What Color Is Your Parachute? 2020 A Practical Manual for Job-Hunters and Career-Changers 2019
Richard N. Bolles

INTERNET SITES - advice and resources for job seekers

www.rileyguide.com

www.wetfeet.com

www.wisconsinjobcenter.org

dwd.wisconsin.gov

guides.wsj.com/careers

Jobcenterofwisconsin.com

wfdc.org/job-seekers

www.careeronestop.org

www.careers.org

www.job-hunt.org



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DATABASES *Muskego Public Library*

EBSCO LearningExpress® LearningExpress Library®

Learning Express Library is available through the **Muskego Public Library** website. Choose the **eResources** link, then click on the **Bridges Library System** icon to get to Online Databases. (bridgeslibrarysystem.org/databases/) Choose the **Learning Express Library** link under the Job Search Help heading. The Home Use link will ask for your library card number. Register with your e-mail address, and create a password for future logins.

Learning Express Library provides access to academic and career-related resources. It features skill-building tools for reading, writing, math, and science. There is test preparation for high school equivalency and college admissions exams. The workplace resources include tools for job searching, exploring new careers, and preparing for occupational licensing exams.



Career Preparation Center eBooks and tutorials include:

- *Career Changers Manual*
- *Find Your Next Job*
- *Great Cover Letters and Great Resumes*
- *Interview with Confidence*
- *Social Networking for Career Success*
- *Writing Skills for the Workplace*

GALE COURSES

Gale Courses are available through the **Muskego Public Library** website. Choose the **eResources** link on the home page, then click on the Gale Courses icon.

Gale Courses offers free instructor led online courses to library card holders in good standing. Job seekers can boost their resumes with skill-building Gale courses in accounting, business, computer applications, healthcare, teaching, and technology, as well as these job search offerings in the Gale catalog:

- *Twelve Steps to a Successful Job Search*
- *Resume Writing Workshop*
- *Listen to Your Heart, and Success Will Follow*

Courses run for six weeks, and new sessions start every month.



GALE **COURSES** COURSES

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www.bridgeslibrarysystem.org/classes

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COMMUNITY RESOURCES

Workforce Development System- Waukesha County

327 E Broadway
Waukesha, WI 53186
(262) 695-7800

see wfdc.org/walkin-services
for more information

**NOTE: Call before
visiting.
Due to COVID-19
precautions,
location is closed to
the public.**



Visit the Waukesha County American Job Center workforce system location in person during business hours. The center is open Monday through Friday from 8am –4:30 pm4:30pm. Onsite services include:

- Staffed computer resource rooms for job search
- Job search seminars: Resumes, Online Applications, Networking, Federal Jobs, LinkedIn & More
- Resume review by a Certified Professional Resume Writer (by appointment at WCTC) call 262-695-7848
- Orientations to programs that can help with training



Waukesha Ozaukee Washington
WORKFORCE
Development System
where people and jobs connect

A proud partner of the [AmericanJobCenter](http://www.americanjobcenter.org) network



Goodwill Workforce Connection Centers

Goodwill Workforce Connection Centers bridge the gap between the job seeker and local companies. They offer resume assistance, job preparation workshops, access to computers and other technology, job leads and a regular schedule of employer recruitment sessions. Services are free and offered to anyone over 16 years old.

Goodwill Workforce Connection Center - Bay View location

153 West Oklahoma Avenue
Milwaukee, WI 53207
Phone: (414) 847-4740

Workforce Connection Centers are open:
Mondays through Thursdays from
9:00 AM to 5:00PM for in-person
and remote/virtual assistance and
Fridays from 9:00 a.m. to 5:00 p.m.
for remote/virtual assistance.

Center Resources

- *Computer and internet access*
- *Resume/cover letter assistance*
- *Printer, fax and telephone access*
- *Career exploration tools*
- *Community resource info and referrals*
- *Assessment tools and tutorial stations*

Those who would like assistance from the Workforce Connection Center without coming to the physical location may access **virtual services**.

For more information, visit

www.goodwillsew.com/workforce-connection-center-virtual-services