

Job Resources: Tyler Public Library

Books on Vocational Guidance

<i>48 days to the work you love</i> / Dan Miller CALL NUMBER: 650.13 MIL 2010
<i>50 best jobs for your personality</i> / Michael Farr and Laurence Shatkin CALL NUMBER: 331.702 FAR
<i>55, underemployed, and faking normal : your guide to a better life</i> / Elizabeth White CALL NUMBER: 332.024 WHI
<i>200 best jobs for college graduates</i> / Michael Farr and Laurence Shatkin CALL NUMBER: 331.702 FAR 2009
<i>300 best jobs without a four-year degree</i> / Michael Farr and Laurence Shatkin CALL NUMBER: 331.702 FAR
<i>Build your dreams : how to make a living doing what you love</i> / Alexis Irvin & Chip Hidden CALL NUMBER: 331.702 IRV 2013
<i>Dream year : make the leap from a job you hate to a life you love</i> / Ben Arment CALL NUMBER: 650.14 ARM 2014
<i>The episodic career : how to thrive at work in the age of disruption</i> / Farai Chideya CALL NUMBER: 650.1 CHI 2016
<i>The google resume : how to prepare for a career and land a job at Apple, Microsoft, Google, or any top tech company</i> / Gayle Laakmann McDowell CALL NUMBER: 650.142 MCD
<i>I don't want to go to college : other paths to success</i> / Heather Z. Hutchins CALL NUMBER: 650.1 23
<i>Job search</i> / Carol Staudacher and Susan M. Freese CALL NUMBER: READ 650.14 STA 2012
<i>Over 40 & you're hired! : secrets to landing a great job</i> / by Robin Ryan CALL NUMBER: LP 650.14 RYA 2010

Books on Resumes and Cover Letters

<i>What color is your parachute? guide to rethinking resumes : write a winning resume and cover letter and land your dream job</i> / Richard N. Bolles CALL NUMBER: 650.1 23
<i>¿De qué color es tu paracaídas? 2012</i> / Richard N. Bolles CALL NUMBER: 650.1 23
<i>The elements of résumé style : essential rules and eye-opening advice for writing résumés and cover letters that work</i> / Scott Bennett CALL NUMBER: 650.1 23
<i>Perfect phrases for resumes</i> / Michael Betrus CALL NUMBER: 650.1 23
<i>The quick resume & cover letter book : write and use an effective resume in only one day</i> / Michael Farr 650.142 FAR 2011
<i>Resumes for dummies</i> / by Joyce Lain Kennedy CALL NUMBER: 650.1 23

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Online Resources

The resources listed below were made possible from Library curation and TexShare Databases. TexShare Databases and other digital resources require a library card. TexShare resources require a log-in which can be acquired by contacting the library at (903) 593-7323. Additional free online resources are included as well.

Adult Core Skills Center: Achieve your personal education and career goals through improving math, reading, writing, speaking and grammar skills, also includes study materials to become a U.S. citizen.
Career Center Plus: Learn about careers, prepare for entrance and occupation exams, get ready to join the military or become an officer, learn how to conduct a job search, and improve workplace skills.
Computer Skills Center: Video tutorials for computer basics, the Internet and operating systems; includes beginner-to-advanced level for popular and commonly used Microsoft and Adobe software applications.
Glassdoor: A free online resource that allows users to search millions of jobs, find information about companies from reviews, get salary information, and more.
Job and Career Accelerator A job search and career exploration resource with more than 1,100 occupations, sample resumes and cover letters, current job and internship postings, and guidance on preparing for and getting a job.
Learning Express Library: A collection of interactive tutorials, practice tests, articles, flash cards and e-books patrons can use to improve academic skills in reading, writing, math and science as well as prepare for high-stakes exams.
Resume Builder: A free online resource that helps build resumes and cover letters.
Small Business Reference Center: Supports small business owners and entrepreneurs with reference books including Nolo do-it-yourself guides as well as business videos, details on how to create business plans, and more.
Vocational and Career Collection: Full-text coverage for trade and industry-related periodicals for high schools, community colleges, trade institutions and the general public.

External Resources

Indeed:

In addition to employer-posted jobs, Indeed collects postings from across the web and allows you to search locally or globally. Indeed hosts more than 150 million resumes and claims that 10 new jobs are added to its site every second, globally. Free resources for job seekers include a resume builder tool and career blog.

CareerBuilder:

CareerBuilder has two big points in its favor: Size and longevity, as it's one of the biggest and longest-lived job boards on the internet. Its robust search function allows you to filter by several criteria, including location, job title, and pay range. The site uses Google AI to help match job seekers with suitable opportunities and provides career advice and resources for job candidates. For employers, monthly subscription plans can aid in candidate searches with targeted recruitment emails, candidate management tools, and more.

LinkedIn:

This top networking site allows you to find jobs not only through direct employer listings but also through communication with your extended network. Your profile serves as your resume, and you can easily find and share career-related content, dive deep into leadership posts from prominent people in your field and solicit or supply recommendations. Additionally, industry groups allow you to participate in professional discussions and follow companies you find interesting—and relevant—to your job search.

Glassdoor:

Glassdoor not only lets you search for jobs, it also allows people to review companies they've worked for and share salary and benefits information, giving insight that job seekers wouldn't otherwise know. Professionals who have interviewed with a company can also give details on the business's recruiting processes. While all this information should be taken with a grain of salt, it can be quite revealing. On the hiring side, Glassdoor allows employers to identify job candidates and market their companies to job seekers.

Google for Jobs:

Google for Jobs collects job listings from sites across the web, including several of the ones listed in this handout. Use it just like you use Google. From their same main search page, you can search for key phrases like "accounting jobs" to get a list of available positions. Results also show company ratings and salary information for the position, if available. If something catches your eye, click a button that reads, for example, "Apply on LinkedIn" to go directly to the source of the job listing and apply. One key benefit of Google for Jobs is that it eliminates redundant results and displays only one listing for each open position.

External Resources, Continued

SimplyHired:

SimplyHired is a job search site that collects listings from all over the web, including company career pages, job boards, and niche job websites. The company reports that it lists job openings from 700,000 unique employers and operates job search engines in 24 countries and 12 languages. Employers might want to note that the site sends your job posting to over 100 job boards for increased visibility.

Workforce Solutions East Texas:

www.easttexasworkforce.org
4100 TX-110, Tyler, TX 75703
8 a.m.—5 p.m., M-F
(903) 561-8131 or 1-844-ETWORKS

Vocational Rehabilitation Center:

www.twc.texas.gov
3800 Paluxy Dr. #325 (In Paluxy Square)
8 a.m.—5 p.m., M-F (903) 534-2070

The Vocational Rehabilitation program helps people with disabilities prepare for, find, or retain employment and helps youth and students prepare for post-secondary opportunities. The program also helps businesses and employers recruit, retain, and accommodate employees with disabilities.