



JOB & CAREER RESOURCES

<p style="text-align: center;">DATABASES</p> <p style="text-align: center;"><i>You will need an RRPL card to access these resources remotely.</i></p>	<p style="text-align: center;">Resources Online</p>	<p style="text-align: center;">RRPL Materials</p>
<p style="text-align: center;"><u>Learning Express Library</u></p> <p>Find full-text books and practice tests for academic and career tests and tutorials for students of all ages. Includes ACT, SAT, AP, GRE, ASVAB, TOEFL with audio, real estate, police and fire fighter, reading comprehension, spelling, math and more.</p> <p style="text-align: center;"><u>Optimal Resume</u></p> <p>A web-based resume building program containing a step-by-step resume and cover letter builder, skill assessment tests, interview practice sessions, and social profiles like LinkedIn and Twitter.</p> <p style="text-align: center;"><u>Vocational and Career Collection</u></p> <p>This collection provides full text coverage for nearly 340 trade and industry-related periodicals.</p>	<p style="text-align: center;">AbilityJobs.com www.abilityjobs.com</p> <p style="text-align: center;">American Job Center www.careeronestop.org</p> <p style="text-align: center;">CareerBuilder.com www.careerbuilder.com</p> <p style="text-align: center;">CareerOneStop www.careeronestop.org</p> <p style="text-align: center;">Cleveland.com Jobs www.cleveland.com/jobs</p> <p style="text-align: center;">Indeed.com www.indeed.com</p> <p style="text-align: center;">Monster.com www.monster.com</p> <p style="text-align: center;">Occupational Outlook Handbook www.bls.gov/ooH</p> <p style="text-align: center;">Ohio Department of Jobs & Family Services jfs.ohio.gov</p> <p style="text-align: center;">Ohio Hiring Management System careers.ohio.gov</p> <p style="text-align: center;">Ohio Means Jobs www.ohiomeansjobs.com</p>	<p>Books: Our collection holds materials on various job, employment and career topics with titles such as:</p> <ul style="list-style-type: none"> • <u><i>What Color is Your Parachute?</i></u> • <u><i>Knock 'Em Dead Resumes</i></u> • <u><i>Occupational Outlook Handbook</i></u> <p>Newspapers: <i>Akron Beacon Journal, Cleveland Plain Dealer, Columbus Dispatch, Crain's Cleveland Business, Federal Jobs Digest</i></p> <p>Public Computer Lab: Equipped with 20 computers with high-speed internet access, color printing, and two scanner. The RRPL computer lab also offers a local job listing notebook that is updated daily.</p> <p>The Training Center: www.rrpl.org/training The Training Department offers approximately 20 to 25 hands-on computer classes monthly including introductory, Internet, Microsoft Office, and Photoshop class topics. To register call: 440 333-7610 ext 3754</p>