



Changing Careers? Resources for Library Users

The following list represents a sampling of resources available to assist you with your change in careers. Please feel free to visit any PPLD branch for more information.

Electronic Databases

Electronic Databases are available 24 hours a day/7 days a week! Just go to the library website at www.ppld.org, and click on "Electronic References."*

**Most databases are available to resident cardholders only (library card numbers that begin with a "4")*

- **Career Guidance Center**
Comprehensive and up to date, this database profiles more than 2,000 of today's most exciting jobs in more than 90 industries.
- **Career Library**
Comprehensive information resource for career and college research.
- **JobNow!**
Get LIVE job coaching, résumé assistance and more.
- **Learn on Demand**
Interactive online training for Microsoft Office software. Includes Access, Excel, Outlook, PowerPoint, Windows and Word. New users will need to create an account.
- **Résumé Maker**
Write résumés, learn interview tips and search millions of job openings from one location.
- **Testing & Education Reference Center**
Practice tests to help prepare for higher education and the working world plus information on private high schools, undergraduate and graduate programs and executive education programs, searchable by location, major, tuition, sports and more.

Classes at the Library

Please see our Programs, Classes, and Events calendar at ppld.org for locations, dates, and times, or call (719) 389-8968

- **Job Help Lab Day**
Short classes will be offered on résumé writing and finding job information, followed by time to work on job searches, applications, résumés, etc., with assistance available.
- **Minding Your Business**
Learn how to start a business, grow your business or find a job.

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- **Finding Job Information @ Your Library**
Provides an overview of books, databases and Internet resources available at PPLD to assist you with your job search.
- **Resume Basics**
Learn the basic format of résumés and get pointers on creating an effective cover letter and reference sheet.

Local Agencies

- **Airman & Family Readiness Center (21FSS/FSFR)**
Address: 135 Dover Street, Room 1016, Peterson AFB, CO 80914-1160
Phone: (719) 556-6141 <http://www.afcommunity.af.mil/>
- **Discovery: Job Network, Inc.**
Address: 8035 S. Quebec Street, Centennial, CO 80112
Phone: (719) 633-7253, rings to Denver Office <http://www.discoveryjobnetwork.org/>
- **Goodwill Industries Career Development Center**
Address: 17 N. Spruce Street, Colorado Springs, CO 80905
Phone: (719) 444-5000 <http://www.goodwill-colosprings.org>
- **Pikes Peak Workforce Center**
Address: 2306 E. Pikes Peak Ave, Colorado Springs, CO 80909
Phone: (719) 667-3700 <http://www.ppwfc.org/>
- **Southern Colorado Educational Opportunity Center**
Address: Pikes Peak Community College, Rm. A 106, Colorado Springs, CO 80906
Phone: (719) 502-3028
- **Women's Resource Agency, Inc.**
Address: 750 Citadel Drive, East #3116, Colorado Springs, CO 80909
Phone: (719) 471-3170 <http://www.wrainc.org/>

**For a complete listing of local agencies and eligibility, please visit your local PPLD branch, or go to <http://library.ppld.org/AboutYourLibrary/Employment/JobHelp.asp>.*

Web Sites

- **Career Assessment Testing**
<http://www.careerpath.com/>
- **Career Choice or Change (from About.com)**
http://careerplanning.about.com/od/careerchoicechan/Career_Choice_or_Change.htm
- **Career Guide to Industries**
<http://www.bls.gov/oco/cg/>
- **Career Voyages (explore career options and learn about high-growth jobs)**
<http://www.bls.gov/oco/cg/>
- **Employment Services from the Colorado Dept. of Labor & Employment**
<http://www.coworkforce.com/EMP/>
- **High Growth Job Training Initiative**
<http://www.doleta.gov/Brg/JobTrainInitiative/>
- **Occupational Outlook Handbook**
<http://www.bls.gov/oco/>
- **Riley Guide – Before You Search**
<http://www.rileyguide.com/prepare.html>

Books

Career Bounce Back!: The Professionals in Transition Guide to Recovery & Reemployment

Damian J. Birkel
650.14 B619C

Career Change: Everything You Need to Know to Meet New Challenges and Take Control of Your Career

David P. Helfand
650.14 H474C

Executive Job-Changing Workbook

John Lucht
650.14 L936E

Idiot's Guide to Changing Careers

William A. Charland
650.14 C474C

Job Search: Marketing Your Military Experience

David G. Henderson
650.14086 H496J

Knock 'Em Dead 2009: The Ultimate Job Search Guide

Martin John Yate
650.14 Y31K 2009

Mid-Career Success Guide: Planning for the Second Half of Your Working Life

Sally J. Power
650.1084 P887M

Military to Federal Career Guide: Ten Steps to Transforming Your Military Experience into a Competitive Federal Résumé

Kathryn K. Troutman
650.14 T861M

Military Transition to Civilian Success: The Complete Guide for Veterans and Their Families

Mary T. Hay
650.14 M644

Strategies for Successful Career Change: Finding Your Very Best Next Work Life

Martha E. Mangelsdorf
ON ORDER

Switching Careers: Career Changers Tell How and Why They Did It: Learn How You Can Too

Robert K. Otterbourg
650.14 O89S

Test-Drive Your Dream Job: A Step-by-Step Guide to Finding or Creating the Work You Love

Brian Kurth
650.14 K96T

What Color is Your Parachute?: A Practical Manual for Job-Hunters and Career Changers

Richard Nelson Bolles
650.14 B691W