



Job Hunting Resources for Library Users

The following list represents a sampling of resources available to assist you with your job search. 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

- **AARP Foundation / Senior Employment Program**
Address: 1510 N. Hancock Ave., Colorado Springs, CO 80903
Phone: (719) 635-3579 <http://worksearch.org>
- **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/>
- **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

Local Job Search Web Sites:

- **ColoradoJobs.com**
<http://connectingcolorado.com/>
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<http://connectingcolorado.com/>



- **Jobs In Colorado Springs.com**
<http://www.jobsincoloradosprings.com/>
- **Springs Jobs.com (through Monster.com)**
<http://www.springsjobs.com/monster/>

General Job Search Web Sites:

- **Career One Stop**
<http://www.careeronestop.org/>
- **Indeed.com**
<http://www.indeed.com/>
- **Monster.com**
<http://www.indeed.com/>
- **Simply Hired**
<http://www.simplyhired.com/>

Specific Job Search Web Sites:

- **AARP National Employer Team (for Seniors)**
http://www.aarp.org/money/work/articles/national_employer_team.html
- **Colorado Veteran's Services**
<http://www.coworkforce.com/VET/>
- **Corporate Gray Online (for transitioning and former military personnel)**
<http://www.corporategray.com/>
- **Governor's Summer Job Hunt (for Colorado youth ages 16-21)**
<http://www.coworkforce.com/sjh/>
- **Pikes Peak Workforce Center for Veterans**
<http://ppwfc.org/page.php?s=184>
- **Senior Community Services Employment Program**
http://www.cdhs.state.co.us/aas/agingservicesunit_employment.htm
- **Student Jobs**
<http://www.studentjobs.gov/>

Books

300 Best Jobs without a Four-year Degree

Michael Farr
331.702 F239T

Big Book of Jobs

McGraw-Hill Companies
331.702 B592 2009-10

Career Building: Your Total Handbook for Finding a Job and Making it Work

Career Builders.com
650.14 C2712

Career Coward's Guide to Job Searching: Sensible Strategies for Overcoming Job Search Fears

Katy Piotrowski
650.14 P662C

Everything Get-a-job Book: The Tools and Strategies You Need to Land the Job of Your Dreams

Dawn McKay
650.14 M153E

Job-Hunting Online: A Guide to Job Listings, Message Boards, Research Sites, the UnderWeb, Counseling, Networking, Self-assessment Tools, Niche sites

Mark Bolles
025.066501 B691J

Job Search Solution: The Ultimate System for Finding a Great Job Now!

Tony Beshara
650.14 B554J

Knock 'em Dead 2009: The Ultimate Job Search Guide

Martin Yate
650.14 Y31K

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

Richard Nelson Bolles
650.14 B691W