

Online Job Application Resources

Online Library Resources - Library.GarlandTX.gov

Library resources are free to library card holders. You must enter your card number and PIN when accessing these resources from outside the library.

Jobs and Career Gateway is where the Library's job-related resources are located. There you can find:

- *Job and Career Accelerator* – Take tests to determine what career is best for you, search for jobs, look for scholarships, or build your resume.
- *Career Center Plus* – Prepare for college entrance and career exams, explore various careers, or take tutorials on basic workplace skills.
- *JobNow!* – Get advice on your resume, practice interviewing, or get help with your job search with a live job coach from 2-11 pm. There are also resume templates, career assessments, and other resources.
- *Mango Languages* – Learn a new language or brush up on ones you already know.
- *Testing & Education Reference Center* – Prepare for career, citizenship, or college exams with practice tests. There are also sections on resume writing and basic math skills.
- *AtoZ Databases* – Find a job or do research on a company or potential employer.
- *VetNow* – Provides veterans with resources to navigate the VA administration, academic tutoring, and employment transition assistance.
- *Universal Class* – Take courses on a variety of subjects, including Excel, Grant Writing, Computer Programming, and more. Some of the courses give CEUs if needed.

Non-Library Online Resources

- *GCFGlobal* - <https://edu.gcfglobal.org/en/subjects/work>
 - A set of tutorials covering all aspects of a job from determining what career you want, applying for a job, skills you may need in the workplace, and freelancing. Each tutorial has reading and video components.
- *Occupational Outlook Handbook* - <https://www.bls.gov/ooh>
 - Resource provided by the Bureau of Labor Statistics that gives average salaries, recommended education levels, and job outlooks for a variety of positions.
- *Practice Online Applications*
 - <https://careerwise.minnstate.edu/jobs/practice-online-job-application.html>
 - <http://www.stratford.lib.ct.us/job/practiceapplication.html>

- *Sample Cover Letters/Resumes/Job Descriptions*
 - https://owl.purdue.edu/engagement/docs/engagement_resumes.pdf
 - https://owl.purdue.edu/owl/job_search_writing/skilled_labor_job_search_resources/job_applications/job_application_overview.html

- *List of Action Words for Resumes or Applications*
 - <https://capd.mit.edu/sites/default/files/jobs/files/resume-action-verbs.pdf>

- *Glassdoor* – www.glassdoor.com
 - Website where you can read reviews on various companies, get salary estimates based on your experience, and see interview questions that have been asked in different industries. Requires an account.

Print Resources in the Library's Nonfiction section: Call number 650.1