



## How can the Library help me with my JOB SEARCH?

The Akron-Summit County Public Library has a variety of resources that can be very helpful in your job hunt.

### • Expert Information

We can help you find out about prospective employers! We purchase online and print company directories that offer useful contact information. Other details they provide may be the founding year, annual sales, number of employees and standard industrial classification codes. These facts can help you to understand a business or prepare for an interview.

### • Computers

We have computers available at all locations for access to the Internet, Word and Excel. Use our computers to set up an e-mail, search for jobs, learn about companies and apply online. We have resume software that can help you create perfect resumes and cover letters. Our Computer Trainers offer free classes that may improve your workplace skills.

### • Books

What different types of jobs are available for an outdoorsy person? An artist? A technology buff? We have books that discuss the job outlook, typical responsibilities, education and training requirements, and average salaries. We also have a variety of materials on successful resume writing, cover letters and interviewing.

### • Akron-Summit County Public Library Joblog

Our Business & Government Joblog contains a wealth of information to help with your job search! You have one place to go to find useful job hunting links, helpful articles, events and suggested books. Here's how to get there:

1. Go to [www.akronlibrary.org](http://www.akronlibrary.org)
2. Click on Library Blogosphere
3. Choose Joblog
4. Enjoy!

Be sure to ask for further assistance by calling or stopping by The Business & Government Division at Main Library 330.643.9020.



330-643-9020

**Akron-Summit County  
Public Library**

Business & Government Division  
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