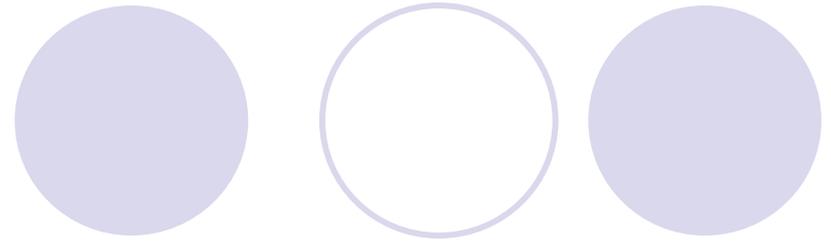


Job Search 101: Get at Jump on Your Job Search!

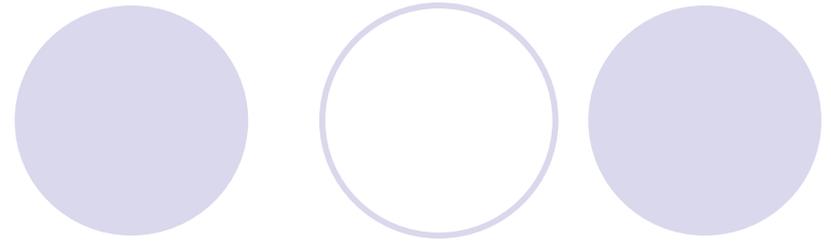


Job Search 101



- Changing Jobs...
 - Research job classification
 - Geographic limitations?
 - What's local?
 - Network, network, network!
 - Use Social Networking Tools such as LinkedIn and Facebook
 - Don't forget FTF including Informational Interviewing

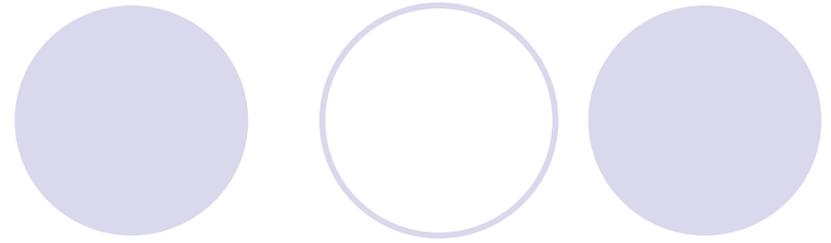
Job Search 101



- Changing Careers...

- Research the career field both nationally and locally
- Will you need additional education, certification, internships, etc.?
- Geographic limitations?
- What's local?
- Network, network, network!
 - Use Social Networking Tools such as LinkedIn and Facebook
 - Don't forget FTF including Informational Interviewing

Job Search 101



● Tools to use

○ Your local library and library staff

○ Michigan eLibrary (MeL.org)

[Business and Jobs Gateway](#)

● Key MeL Resources

- LearningExpress Library

- NetLibrary

- Newspapers: NewsBank Michigan Newspapers, NYT, Infotrac Custom Newspapers



Job Search 101

○ Michigan eLibrary (MeL.org) Business and Jobs Gateway (cont'd)

- MeLCat Suggestions
- Recommended Web sites
 - Careers and Jobs

[Jobs and Careers](#)[Cover Letters and Resumes](#)

[Employee Satisfaction Rankings](#)

[Exploring Career Preferences](#)

[Internships](#)

[Job Posting Sites: All Michigan and National](#)

[Job Posting Sites: Mid-Michigan and Thumb Area](#)

[Job Posting Sites: Northern Michigan](#)

[Job Posting Sites: Southeast Michigan](#)

[Job Posting Sites: Upper Peninsula](#)

[Job Posting Sites: West Michigan](#)

[Learning About Careers](#)

[Michigan Works](#)

Job Search 101

[Michigan.gov Home](#) | [HAL](#) | [Library of Michigan](#) | [MeL Home](#) | [Contact](#) | [Promotions](#) | [MyMeL](#) | [About](#) | [Help](#)



- Full Text Magazines and Newspapers
- Tests and Tutorials (GED, ACT, Careers, etc.)
- ◆ MeL Gateways ◆
 - Books and Reading
 - Business and Jobs**
 - Genealogy
 - Health and Wellness
 - Kids
 - Reference Desk
 - Teens



MeL Databases

Read full text articles from magazines and newspapers; find current reference sources; use advanced search functions

MeLCat

Order books, audio books, music, movies and other materials delivered to your participating library

MeL Michigana

Explore Michigan's heritage through photographs, diaries, oral histories, local records and historical data

Featured Resources

MeL News and recommended links on evolving topics of statewide and national interest.

MORE

Michigan Online Resources for Educators: Find lesson plans and curriculum aids searchable by subject or state standard

MeL's Business & Jobs Gateway



This project is made possible by grant funds from the



Job Search 101

The screenshot shows the Michigan eLibrary website interface. At the top, there is a banner for Michigan.gov and Michigan eLibrary. Below the banner is a navigation menu with links: Michigan.gov Home, MDE, Library of Michigan, MeL Home, Contact, Promotions, MyMeL, About, and Help. A secondary navigation bar contains buttons for MeL Home, MeL Databases, MeL Catalog, MeL Michigana, Featured Resources, and Michigan Online Resources for Educators. A large yellow banner reads "Business and Jobs Gateway". On the left, a sidebar titled "Choose a Category to Find Recommended Web Sites" lists "Jobs and Careers" with sub-links: Cover Letters and Resumes, Employee Satisfaction Rankings, Exploring Career Preferences, Internships, and a "More" link. On the right, there is a "Business Search" form with a text input field for "Enter Ticker Symbol:", a "go" button, and radio button options for "Financial", "Company", "Industry", and "Articles". Below the form is a small bar chart with five green bars of increasing height, and a hand icon pointing to the top bar.

MICHIGAN Department of **Education** **Michigan eLibrary** Michigan.gov
The Official State of Michigan Website

[Michigan.gov Home](#) | [MDE](#) | [Library of Michigan](#) | [MeL Home](#) | [Contact](#) | [Promotions](#) | [MyMeL](#) | [About](#) | [Help](#)

MICHIGAN eLIBRARY
meL org

MeL Home | MeL Databases | MeL Catalog | MeL Michigana | Featured Resources | Michigan Online Resources for Educators

Business and Jobs Gateway

MICHIGAN eLIBRARY
Business Search
Enter Ticker Symbol:
 Financial Company
 Industry Articles
meL org

Choose a Category to Find Recommended Web Sites

[Jobs and Careers](#)
Cover Letters and Resumes
Employee Satisfaction Rankings
Exploring Career Preferences
Internships
[More](#)

- See here for [Filing for Unemployment Benefits](#) - To use the on-line service, applicants must be filing a new or

Job Search 101: MeL Business and Jobs Gateway

together company profiles, brand information, rankings, inv...

[General BusinessFile ASAP](#) [More](#)

Recommended for: General user. All full text. Analyze company performance and activity, industry events and trends as well as the latest in management, economics and politics. Access to a combination ...

[InfoTrac Custom Newspapers](#) [More](#)

Recommended for: General user. All full text. A collection of approximately 900 full text newspapers from around the country and the world. Includes the last 12 months of the New York Times and the Gr...

[LearningExpress Library](#) [More](#)

Recommended for: General user. Interactive online learning platform of academic and licensing/certification practice tests, elementary level testing for math and reading. Includes a section that take...

[NetLibrary](#) [More](#)

Recommended for: General user. All full text. Over 20,000 eBooks available on all topics. Consider using a keyword search (in the drop-down menu) rather than the default full-text search. Michigan res...

[New York Times](#) [More](#)

Recommended for: General user. All full text. The daily newspaper New York Times 1995-present. Michigan residents or Michigan library access only.

[NewsBank Michigan Newspapers](#) [More](#)

Recommended for: General user. Full text of the Detroit News (1/1/1999-Current), Grand Rapids Press (2002-Current), and Lansing State Journal (1/1/1999-Current). Michigan residents or Michigan librar...

MeLCat Suggestions

Find books on this topic through [MeLCat](#), the state-wide service that allows you to order books from hundreds of libraries and have them delivered to your closest participating library.



[Business](#)
[Business in Michigan](#)
[Business Planning](#)
[Economics](#)
[Entrepreneurship](#)
[Home Based Businesses](#)
[Job Descriptions](#)
[Labor in Michigan](#)
[Management](#)
[Occupations](#)
[Professional Jobs](#)
[Small Business](#)
[Small Business Legal Issues](#)
[Small Business Marketing](#)
[Vocational Careers](#)


Library of
Michigan


INSTITUTE of
Museum and Library
SERVICES

This project is made possible by grant funds from the [U.S. Institute of Museum and Library Services \(IMLS\)](#) administered by the State of Michigan through the [Library of Michigan](#).

Job Search 101: MeL Business and Jobs Gateway

[Business](#)

Associations
Casinos and Gaming
Corporations
Cultural Economic Development

[More](#)



Key Resources

[Business and Company Resource Center](#)

[More](#)

Recommended for: General user, Professionals. Mostly full text. Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, inv...

[General BusinessFile ASAP](#)

[More](#)

Recommended for: General user. All full text. Analyze company performance and activity, industry events and trends as well as the latest in management, economics and politics. Access to a combination ...

[InfoTrac Custom Newspapers](#)

[More](#)

Recommended for: General user. All full text. A collection of approximately 900 full text newspapers from around the country and the world. Includes the last 12 months of the New York Times and the Gr...

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[More](#)

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[NetLibrary](#)

[More](#)

Recommended for: General user. All full text. Over 20,000 eBooks available on all topics. Consider using a keyword search (in the drop-down menu) rather than the default full-text search. Michigan res...

[New York Times](#)

[More](#)

Recommended for: General user. All full text. The daily newspaper New York Times 1995-present. Michigan residents or Michigan library access only.

Number 1 MeL
Resource for Job
Seekers & Career
Changers

Great for eBooks
on the Job Search

Job Search 101: LearningExpress Library

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Search...

Learning Centers

- Elementary School [more info](#)
- Middle School [more info](#)
- High School [more info](#)
- College Preparation [more info](#)
- College Students [more info](#)
- GED Preparation [more info](#)
- Job Search & Workplace Skills [more info](#)
- Jobs & Careers [more info](#)
- Skill Building for Adults [more info](#)
- U.S. Citizenship [more info](#)
- Recursos para [more info](#)

Welcome to LearningExpress Library!

Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

Get Started Now!

Choose a Learning Center on the left to begin exploring. . .

. . . click here to browse the complete list of Learning Centers.

Returning User Login:

Username:

Password:

Login

New Users:

Begin using LearningExpress Library now!

Register

News at LearningExpress Library

- New Practice Tests Now Available:** Allied Healthcare, GED in Spanish, and Commercial Driver's License
- Over 150 eBooks Now Available Including 78 New Titles**
- The Job Search & Workplace Skills Learning Center** will help you:
 - Craft the resume that will get you hired
 - Strengthen your job search, interviewing, and networking skills
 - Achieve career success

Visit the **Job Search & Workplace Skills Learning Center** now.

What Do I Do Now?

- Help Center:** Visit the Library Help Center.
- Guided Tour:** Take a guided tour of LearningExpress Library.
- Learning Centers:** Browse a list of the Learning Centers and their resources.

Job Search 101: LearningExpress Library

The screenshot shows the LearningExpress Library website. At the top left, the logo reads "LearningExpressLibrary" with the tagline "Welcome Michigan eLibrary!". On the top right, there are links for "Login" and "Help". A search bar is located below the logo. The left sidebar, titled "Learning Centers", lists various educational levels: Elementary School, Middle School, High School, College Preparation, College Students, GED Preparation, Job Search & Workplace Skills, Jobs & Careers, Skill Building for Adults, U.S. Citizenship, and Recursos para. Each item has a "more info" link. A red arrow points to the "Job Search & Workplace Skills" link, and a yellow callout box says "Click here to begin!". The main content area features a "Welcome to LearningExpress Library!" message, a "Get Started Now!" button, and instructions: "Choose a Learning Center on the left to begin exploring..." and "... click here to browse the complete list of Learning Centers." Below this are sections for "Returning User Login" (with fields for Username and Password, and a "Login" button) and "New Users:" (with a "Register" button). The right sidebar, titled "News at LearningExpress Library", lists several updates: "New Practice Tests Now Available" (Allied Healthcare, GED in Spanish, and Commercial Driver's License), "Over 150 eBooks Now Available Including 78 New Titles", and "The Job Search & Workplace Skills Learning Center will help you:" followed by a list of benefits: "Craft the resume that will get you hired", "Strengthen your job search, interviewing, and networking skills", and "Achieve career success". At the bottom of the right sidebar, it says "Visit the Job Search & Workplace Skills Learning Center now." and "What Do I Do Now?" with links to "Help Center", "Guided Tour", and "Learning Centers".

Job Search 101: LearningExpress Library

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Welcome Michigan eLibrary!

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Students

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Middle School

High School

College Preparation

College Students

GED Preparation

Job Search & Workplace Skills

Jobs & Careers

Skill Building for Adults

U.S. Citizenship

Recursos para Hispanohablantes

Search...

Job Search & Workplace Skills

Below, you'll find a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Choose your tests and courses from the categories below:

▶ Business Writing

▼ Job Search, Resumes, and Interviewing

⊕ Job Search and Networking Skills

⊕ Creating Great Resumes and Cover Letters

⊕ Interviewing

⊕ Success on the Job

What Do I Do Now?

- Browsing Tests and Courses:** Click on a category on the right to view a list of resources in that topic. To view more specific information on a test or course, click on its name.
- Searching for Tests and Courses:** Type the topic that interests you into the search box above.
- Moving to Other Learning Centers:** To jump to another Learning Center, click on the desired Learning Center in the tabs above.
- Need More Help?** Visit the Library Help Center.

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Students

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Middle School

High School

College Preparation

College Students

GED Preparation

Job Search & Workplace Skills

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▼ Job Search, Resumes, and Interviewing

☐ Job Search and Networking Skills



Career Course: Determining What You Want from Your Career

+ Login to add

It is important to understand yourself and what you are looking for in a career. This course will help you define your goals so that you find the job that's perfect for you. [more info](#)



Career Course: Job Search and Networking Skills

+ Login to add

The job search can be overwhelming, and there are many ways you can research job positions. This course explains how to use the resources available to you, including how to select a mentor. [more info](#)

☐ Creating Great Resumes and Cover Letters

☐ Interviewing

☐ Success on the Job

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Middle School

High School

College Preparation

College Students

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⊕ Job Search and Networking Skills

⊖ Creating Great Resumes and Cover Letters



Career Course: Creating a Great Resume

 Login to add

A professional, well-written resume is the best way to get a potential employer's attention; with the help of this course, you'll learn how to tailor your resume to exactly what they're looking for. [more info](#)



Career Course: Creating Great Cover Letters

 Login to add

Your cover letter is your chance to make a strong first impression with a potential employer. By using the skills in this course, you're bound to get noticed. [more info](#)

⊕ Interviewing

⊕ Success on the Job

What Do I Do Now?

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Job Search 101: LearningExpress Library

The screenshot shows the LearningExpress Library website. At the top, the logo reads "LearningExpressLibrary" with the tagline "Welcome Michigan eLibrary!". Navigation tabs include "Students" (with sub-tabs for Elementary School, Middle School, High School, College Preparation, and College Students) and other categories like "GED Preparation", "Job Search & Workplace Skills", "Jobs & Careers", "Skill Building for Adults", "U.S. Citizenship", and "Recursos para Hispanohablantes". A search bar is on the left. The main content area is titled "Job Search & Workplace Skills" and includes a search bar, a "What Do I Do Now?" section with four tips, and a list of resources under "Choose your tests and courses from the categories below:". The categories are "Business Writing", "Job Search, Resumes, and Interviewing", "Job Search and Networking Skills", "Creating Great Resumes and Cover Letters", "Interviewing", "Career Course: Interview Tips to Get the Job You Want" (with a "Login to add" button), and "Success on the Job". The footer contains copyright information for 2009 LearningExpress, LLC.

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Students
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GED Preparation Job Search & Workplace Skills Jobs & Careers Skill Building for Adults U.S. Citizenship Recursos para Hispanohablantes

Search...

Job Search & Workplace Skills

Below, you'll find a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Choose your tests and courses from the categories below:

- ▶ Business Writing
- ▼ Job Search, Resumes, and Interviewing
 - ⊕ Job Search and Networking Skills
 - ⊕ Creating Great Resumes and Cover Letters
 - ⊖ Interviewing
 - Career Course: Interview Tips to Get the Job You Want Login to add
 - A successful interview is the key to landing the job you want. This course tells you everything you need to know about how to prepare for and ace each job interview. [more info](#)
 - ⊕ Success on the Job

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Jobs & Careers

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Job Search, Resumes, and Interviewing

Job Search and Networking Skills

Creating Great Resumes and Cover Letters



Career Course: Creating a Great Resume

A professional, well-written resume is the best way to get a potential employer's attention; with the help of this course, you'll learn how to tailor your resume to exactly what they're looking for. [more info](#)

Click here start course

Login to add



Career Course: Creating Great Cover Letters

Your cover letter is your chance to make a strong first impression with a potential employer. By using the skills in this course, you're bound to get noticed. [more info](#)

Login to add

Interviewing

Success on the Job

What Do I Do Now?

- Browsing Tests and Courses:** Click on a category on the right to view a list of resources in that topic. To view more specific information on a test or course, click on its name.
- Searching for Tests and Courses:** Type the topic that interests you into the search box above.
- Moving to Other Learning Centers:** To jump to another Learning Center, click on the desired Learning Center in the tabs above.
- Need More Help?** Visit the Library Help Center.

Job Search 101: LearningExpress Library

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Welcome Michigan eLibrary!

Help

Login to LearningExpress Library

Returning Users:

Username:

Password:

Login

New Users:

Your library provides LearningExpress Library to all its patrons. To use this valuable resource, all you have to do is register. Registration creates your own account called "My Center," which allows you to use any of the available tests, courses, or eBooks. "My Center" is completely private; only you can see it.

To register, please enter the username and password of your choice below, verify your password, and then click the "Register" button. Both your username and password must be a minimum of 6 characters and should not include spaces. If you require home access, your username should be your library card number.

Register

If you need help, call us at 1-800-295-9556, ext. 2; or e-mail us at libraries@learningexpressllc.com.

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The LearningExpress test engine, patent # US 6,544,042, is a testing system proprietary to LearningExpress, LLC.

Version 2.0



Job Search 101: LearningExpress Library

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Welcome to Washtenaw Community College!

Logged in as dbiggs | [My Center](#) | [Logout](#) | [Help](#)

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High School

College Preparation

College Students

GED Preparation

Job Search & Workplace Skills

Jobs & Careers

Skill Building for Adults

U.S. Citizenship

Recursos para Hispanohablantes

Search...

You've just added:



Career Course: Creating a Great Resume
to your **My Center** page.

Start This Course Now!

Click here to begin

What Do I Do Now?

- Browsing Tests and Courses:** Click on a category on the right to view a list of resources in that topic.
- Searching for Tests and Courses:** Type the topic that interests you into the search box above.
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The LearningExpress test engine, patent # US 6,544,042, is a testing system proprietary to LearningExpress, LLC.

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Job Search 101: LearningExpress Library

learnatest.com

My Center



Welcome to Your Course Center

Welcome to the LearningExpress Course Center. Before you begin your course, please read the description below carefully. It explains the content of the course and how to use it. For specific instructions on how to navigate through the Course Center, as well as the special features of the course platform, please click on the "Instructions" link on the top navigation bar within the course. You can return to these instructions anytime while you are in the course.

Career Course: Creating a Great Resume

Description: In this course, you will learn about the importance of creating a flawless resume. First, this course reviews different resume formats you can use to present your professional information. Then, after reviewing each of the critical resume components, you will compile your own resume, which you can download and save to a disk.

Lesson Topics: **Segment 1:** About Resumes and Formats
Segment 2: Compiling Your Resume

For more instructions on using this course platform, please click on the "Instructions" link on the top navigation bar within the course.

Please Click the "Start Course" Button to begin.

Start Course

Click here to begin course



Job Search 101: LearningExpress Library

Course Outline	Career Course: Creating a Great Resume
<ul style="list-style-type: none">✓ Course Overview✓ Segment 1: About Resumes and Formats<ul style="list-style-type: none">● Traditional Resume Formats● Chronological Format● Resume Template: Chronological Format● Functional Format● Resume Template: Functional Format● Combination/Targeted Format● Resume Template: Combination/Targeted Format● Electronic Resumes● The Format That Is Right for You● Putting It All Together● Segment 2: Compiling Your Resume	<h2 data-bbox="353 415 666 444">Traditional Resume Formats</h2> <p data-bbox="353 465 1758 511">Although the word <i>format</i> sounds like a technical word, it really just means how your resume is arranged. The following are three of the most commonly accepted resume formats:</p> <ul data-bbox="388 534 614 605" style="list-style-type: none">● Chronological● Functional● Combination/Targeted <p data-bbox="353 625 1132 648">It is critical to adhere to one of these accepted formats as you create your resume.</p> <p data-bbox="353 668 1562 691">This section first describes these formats, and then helps you choose the one that best highlights your skills and accomplishments.</p> <div data-bbox="620 711 1501 1100" style="border: 1px solid black; padding: 10px;"><p data-bbox="620 715 691 786"></p><h3 data-bbox="697 786 929 809">More about Formatting</h3><p data-bbox="697 829 1441 921">When you are formatting and fine-tuning your one-page resume, don't forget to consider things such as font style, font size, line spacing, and margins. Although you are free to do what you want, it is best to stay within common standards, such as:</p><ul data-bbox="736 943 1425 1063" style="list-style-type: none">● Times New Roman or other standard font● 12-point font; never use smaller than 10-point font● single spacing, with an extra line space between sections● 1-inch margins are best, but you can go down to 0.5-inch margins if you need to fit more information on the page.</div> <p data-bbox="353 1182 452 1205" style="text-align: left;">< Previous</p> <p data-bbox="1702 1182 1800 1205" style="text-align: right;">Next ></p>

Job Search 101: LearningExpress Library Practice Tests & Tutorials

LearningExpressLibrary
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Q

Learning Centers

Students

Elementary School	more info ⓘ
Middle School	more info ⓘ
High School	more info ⓘ
College Preparation	more info ⓘ
College Students	more info ⓘ
GED Preparation	more info ⓘ
Job Search & Workplace Skills	more info ⓘ
Jobs & Careers	more info ⓘ
Skill Building for Adults	more info ⓘ
U.S. Citizenship	more info ⓘ

Welcome to
LearningExpress Library!

Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

[Click here for ACT, Advanced Placement Practice Tests and More](#)

Get Started Now!

Choose a Learning Center on the left to begin exploring. . .

[Click here for GED Practice Tests](#)

. . . click here to browse the complete list of Learning Centers.

[Click here for Vocational Practice Tests](#)

Returning User Login:

Username:

Password:

New Users:

Begin using LearningExpress Library now!

News at
LearningExpress Library

- ✔ **New Practice Tests Now Available for Careers in:** Electrical, Plumbing, Air Traffic Control, and Military Aviation
- ✔ **Over 150 eBooks Now Available Including 78 New Titles**
- ✔ **The Job Search & Workplace Skills Learning Center** will help you:
 - Strengthen your job search, interviewing, and networking skills
 - Achieve career success

Visit the **Job Search & Workplace Skills Learning Center** now.

What Do I Do Now?

- ✔ **Help Center:** Visit the Library Help Center.
- ✔ **Guided Tour:** Take a guided tour of LearningExpress Library.
- ✔ **Learning Centers:** Browse a list of

Job Search 101: LearningExpress Library

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Students
Elementary School Middle School High School College Preparation College Students
GED Preparation Job Search & Workplace Skills Jobs & Careers Skill Building for Adults U.S. Citizenship Recursos para Hispanohablantes

Search... 

College Preparation

The resources below offer the preparation tools and tips every college-bound high school student needs for a smooth and successful admissions process.

Choose your tests and courses from the categories below:

- ▶ ACT Preparation
- ▶ Advanced Placement (AP) Preparation
- ▶ CLEP Preparation
- ▶ CUNY Skills Assessment Tests Preparation
- ▶ PSAT/NMSQT Preparation
- ▶ SAT Preparation
- ▶ THEA Preparation
- ▶ TOEFL iBT Preparation

What Do I Do Now?

-  **Browsing Tests and Courses:** Click on a category on the right to view a list of resources in that topic.
-  **Searching for Tests and Courses:** Type the topic that interests you into the search box above.
-  **Moving to Other Learning Centers:** To jump to another Learning Center, click on the desired Learning Center in the tabs above.
-  **Need More Help?** Visit the Library Help Center.

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Students

Elementary
School

Middle
School

High School

College
Preparation

College
Students

GED
Preparation

Job Search &
Workplace Skills

Jobs &
Careers

Skill Building
for Adults

U.S.
Citizenship

Recursos para
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- Need More Help?** Visit the Library Help Center.

GED Preparation

Below, you'll find all the practice, preparation, and information you need to earn your GED.

Choose your tests and courses from the categories below:

- ▶ GED Practice Exams
- ▶ GED Preparation Courses
- ▶ GED Skills Improvement
- ▶ Spanish-language GED Preparation

Job Search 101: LearningExpress Library

The screenshot shows the LearningExpress Library website. At the top, there is a navigation bar with several tabs: 'Students' (Elementary School, Middle School, High School, College Preparation, College Students), 'GED Preparation', 'Job Search & Workplace Skills', 'Jobs & Careers', 'Skill Building for Adults', 'U.S. Citizenship', and 'Recursos para Hispanohablantes'. Below the navigation bar is a search box with the text 'Search...' and a magnifying glass icon. To the left of the search box is a sidebar titled 'What Do I Do Now?' with four sections: 'Browsing Tests and Courses', 'Searching for Tests and Courses', 'Moving to Other Learning Centers', and 'Need More Help?'. The main content area is titled 'Jobs & Careers' and contains a paragraph of text followed by a list of job categories. A large, faint watermark of the Library of Michigan logo is visible in the background of the main content area.

Students
Elementary School Middle School High School College Preparation College Students

GED Preparation Job Search & Workplace Skills Jobs & Careers Skill Building for Adults U.S. Citizenship Recursos para Hispanohablantes

Search...

Jobs & Careers

Below, you'll discover instantly scored licensing, certification, and aptitude practice tests, online career preparation, and vital information for a wide variety of occupations.

Choose your tests and courses from the categories below:

- ▶ Air Traffic Controller
- ▶ Civil Service
- ▶ Commercial Driver's License (CDL)
- ▶ Cosmetology
- ▶ Electrical
- ▶ Emergency Medical Services
- ▶ Firefighter
- ▶ Law Enforcement
- ▶ Military
- ▶ Nursing and Allied Health
- ▶ Plumbing
- ▶ Real Estate
- ▶ Teaching

Job Search 101: LearningExpress Library eBooks

LearningExpressLibrary

Welcome Michigan eLibrary!

Search...

Login | Help

Learning Centers

	Elementary School	more info
	Middle School	more info
	High School	more info
	College Preparation	more info
	College Students	more info
	GED Preparation	more info
	Job Search & Workplace Skills	more info
	Jobs & Careers	more info
	Skill Building for Adults	more info
	U.S. Citizenship	more info
	Recursos para Hispanohablantes	more info

Welcome to LearningExpress Library!

Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

Get Started Now!

Choose a Learning Center on the left to begin exploring. . .

—or—

. . . [click here to browse the complete list of Learning Centers.](#)

Returning User Login:

Username:

Password:

[Forgot your password?](#)

New Users:

Begin using LearningExpress Library now!

[Click here for eBook collection.](#)

Brought to you by:



Michigan's 24/7 Library

What's New at LearningExpress Library?

- New Practice Tests Now Available for Careers In:** Electrical, Plumbing, Air Traffic Control, and Military Aviation
- 24 New eBooks Now Available** including titles to help prepare for careers in Civil Service, Education, Allied Healthcare, and more.
- The **Job Search & Workplace Skills Learning Center** will help you:
 - Craft the resume that will get you hired
 - Strengthen your job search, interviewing, and networking skills
 - Achieve career success

Visit the **Job Search & Workplace Skills Learning Center** now.

What Do I Do Now?

- Help Center:** Visit the Library Help Center.
- Guided Tour:** Take a guided tour of LearningExpress Library.
- Learning Centers:** Browse a list of the Learning Centers and their resources.
- eBooks:** Browse our complete library of eBooks.

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The LearningExpress test engine, patent # US 6,544,042, is a testing system proprietary to LearningExpress, LLC.
Version 2.0

Job Search 101: LearningExpress Library eBooks

LearningExpressEBooks.com

LearningExpress Searchable eBooks

Welcome to LearningExpress Library's searchable eBooks collection. LearningExpress provides career guides, study aides, and test-preparation books to help people prepare for high-stakes tests; to pass licensing, certification, or competitive entry-level exams; or to advance in school or professionally.

To find an eBook on a particular subject, please enter a topic (e.g., SAT) in the field below and click the "Search" button.

Enter Search Topic:

Search

Academic Test Prep

[10 Secrets to Acing Any High School Test](#), [501 Challenging Logic and Reasoning Problems](#), [2nd Edition](#), [Acing the GED Exam](#), [Acing the GRE](#), [ACT Essay Practice](#), [Catholic School Entrance Exam](#), [4th Edition](#), [Critical Thinking Skills Success](#), [GED Test Prep](#), [NYSTCE](#), [Test-Taking Power Strategies](#), [TExES](#), [THEA: Texas Higher Education Assessment](#), [TOEFL Exam Essentials](#), [Vocabulary for TOEFL iBT](#)

Civil Service

[9 Steps to a Great Federal Job](#), [Becoming a Border Patrol Agent](#), [Becoming a Caseworker](#), [Becoming a Firefighter](#), [Becoming a Police Officer](#), [Border Patrol Exam](#), [4th Edition](#), [California Firefighter Exam](#), [California Highway Patrol Officer Exam](#), [3rd Edition](#), [Civil Service Exams](#), [Corrections Officer Exam](#), [3rd Edition](#), [Court Officer Exam](#), [EMS Essentials](#), [EMT-Basic for Firefighters](#), [Firefighter Exam](#), [4th Edition](#), [Math and Vocabulary for Civil Service Exams](#), [Math for Civil Service Tests](#), [Police Officer Exam](#), [3rd Edition](#), [Police Sergeant Exam](#), [3rd Edition](#), [Postal Worker Exam](#), [4th Edition](#), [Treasury Enforcement Agent Exam](#), [3rd Edition](#), [Vocabulary for Civil Service Tests](#)

Health Occupations

[Becoming A Nurse](#), [Health Occupations Entrance Exams](#), [2nd Edition](#), [Healthcare Essentials: A Glossary and Study Guide](#), [Nursing Assistant/Nurse](#)

Real Estate

[5 Steps to Real Estate Success](#), [Arizona Real Estate Sales Exam](#), [California Real Estate Sales Exam](#), [3rd Edition](#), [Connecticut Real Estate Sales Exam](#), [Florida Real Estate Sales Exam](#), [Georgia Real Estate Sales Exam](#), [Massachusetts Real Estate Sales Exam](#), [New Jersey Real Estate Sales Exam](#), [Real Estate Appraisal Exam](#), [Real Estate Broker Exam](#), [Real Estate Career Starter](#), [2nd Edition](#), [Real Estate Essentials: A Glossary and Study Guide](#), [Real Estate Math](#), [Real Estate Sales Exam](#), [Texas Real Estate Sales Exam](#), [4th Edition](#)

Science

[Biology Success in 20 Minutes a Day](#), [Chemistry Success in 20 Minutes a Day](#)

Titles in Spanish

[Aprenda Rapido: Escritura/Writing](#), [Aprenda Rapido: Lectura/Reading](#), [Aprenda Rapido: Vocabulario y Ortografía/Vocabulary and Spelling](#), [GED Preparación Para Examen en Español](#), [Guía de Ciudadanía / Naturalización en USA](#), [Lo Último en Guías de Obtener su 'Tarieta Verde'](#), [Pase el Examen de Ciudadanía Americana](#), [3rd Edition](#)

U.S. Citizenship

[Pass the U.S. Citizenship Exam](#), [3rd Edition](#), [The Ultimate Guide to Getting Your Green Card](#)

[Workshop Skills and Career Tools](#)

Job Search 101: More MeL Resources

- In Business and Jobs Gateway
 - NetLibrary
 - NewsBank Michigan Newspapers
 - MeLCat
 - Best Web sites

Job Search 101: NetLibrary

The screenshot displays the Michigan eLibrary website interface. At the top, there are navigation links for Michigan.gov Home, MDE, Library of Michigan, MeL Home, Contact, Promotions, MyMeL, About, and Help. Below this is a secondary navigation bar with MeL Home, MeL Databases, MeL Catalog, MeL Michigan, Featured Resources, and Michigan.gov Home. The main content area is titled "Business and Jobs Gateway" and includes a search box with "Enter Ticker Symbol" and "IBFC3" as an example. A list of "Key Resources" is provided, each with a "More" link:

- Business and Company Resource Center**: Recommended for General user. Professionals. Mostly full text. Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, inv...
- General BusinessFile ASAP**: Recommended for: General user. All full text. Analyze company performance, economics and politics. Access to a combination ...
- InfoTrac Custom Newspapers**: Recommended for: General user. All full text. A collection of approximately 600 full text newspapers from around the country and the world. Includes the last 12 months of the New York Times and the Gr...
- LearningExpress Library**: Recommended for: General user. Interactive online learning platform of academic and licensing/certification practice tests, elementary level testing for math and reading; includes a section that take...
- LegalTrac**: Recommended for: General user, professional. Some full text. Students, law school faculty and legal researchers will all find the legal publications they need in LegalTrac. Drawing on a wide variety ...
- New York Times**: Recommended for: General user. All full text. The daily newspaper New York Times, 1992-present. Michigan residents or Michigan library access only.
- NewsBank Michigan Newspapers**: Recommended for: General user. Full text of the Detroit News (1/1/1999-Current) and Grand Rapids Press (2002-Current) as well as almost 30 national news magazines. Michigan residents or Michigan libr...

Below the key resources is a section titled "MeLcat Suggestions" which lists various topics such as Business, Business in Michigan, Business Planning, Economics, Entrepreneurship, Franchise Businesses, Job Descriptions, Labor in Michigan, Management, Occupations, Small Business, Small Business Legal Issues, Small Business Marketing, and Vocational Guidance.



This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan.



Job Search 101: NetLibrary

The screenshot shows the Michigan eLibrary website. At the top, there's a navigation bar with "Michigan.gov Home", "MDE", "Library of Michigan", "MeL Home", "Contact", "Promotions", "MyMeL", "About", and "Help". Below this is the "Michigan eLibrary" logo and a "Michigan's 24/7 Library" section with subject gateways: Books and Reading, Business and Jobs, Genealogy, Health and Wellness, Kids, Reference Desk, and Teens. The main content area is titled "Jobs and Careers -- Cover Letters and Resumes" and lists several resources with "More" links: "Emurse", "How to Stand Out From the Crowd at a Job Fair", "How to Write an Effective Cover Letter", "JobWeb - Resumes & Interviews", "Microsoft Word Resume Template Collections", "NetLibrary", "OWL Job Search Writing", "ResumeHelp.org", and "Successful Resume Writing Tips". A yellow callout box with a red arrow points to the "NetLibrary" link, containing the text: "Click here for ebooks on resumes, cover letters, interviewing and more."



This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan.



Job Search 101: NetLibrary

The screenshot displays the NetLibrary website interface. At the top, there are navigation links for Home, Log In, Favorites and Notes, Create a Free Account, and Help. The NetLibrary logo is prominently displayed, along with the text 'Welcome to the Library of Michigan MEL eContent Collection'. The Michigan eLibrary (meL) logo is also visible in the top right corner.

The main content area features a search bar with the following elements:

- A dropdown menu set to 'Full-Text'.
- A search input field containing the text 'job interviewing'.
- A dropdown menu set to 'English'.
- A 'Search' button.

Below the search bar, there are links for 'Advanced Search' and 'Recent Searches'. The 'Recent Searches' section lists 'job interviewing' with options for 'Keyword' and 'Full-Text'.

A 'Search Tip' is provided: 'When searching for an Author, you can enter the name in any order, with or without punctuation, and capitalization is not necessary.'

On the right side of the page, there are two promotional boxes:

- 'In Our Collection' with a link to 'eBooks' and 'Publicly-Accessible eBooks', and a link to 'List All Resources'.
- 'Currently Viewing' with a link to 'Career Clinic: Eight Simple Rules for Finding...'.

At the bottom of the page, there is a section for 'eBook of the MONTH' featuring 'The CAREER CLINIC' by Matthew Amberton. The cover of the book is shown, along with the text '8 Simple Rules for Finding Work You Love'.

At the bottom left, there is a language selection prompt: 'Select your Interface Language:' with a dropdown menu.

Job Search 101: NetLibrary

The screenshot shows the NetLibrary search results page. At the top left is the NetLibrary logo and the text "Welcome to the Library of Michigan MEL eContent Collection". At the top right is the Michigan eLibrary (meL) logo. The main heading is "Search Results" with a page indicator "Page: 1 2 3 4 ... Next »". Below this, the search criteria are shown: "Full-Text: job interviewing -->". There are two filters: "All (1,431)" and "eBooks (1,431)". A "Sort by: Rank" dropdown menu is visible. The results list two items:

- 1. Have a Winning Job Interview**
Here's How (Lincolnwood, Ill.)
by Bloch, Deborah Perlmutter.
Publication: Lincolnwood, Ill. NTC Contemporary, 1997.
SECTION I BEFORE THE INTERVIEW Job Candidate Rating System: Sample 2 Personal Qualities The same authors provide a "list of personal qualities essential to the performance of most technical, administrative, and professional jobs." The list includes: Intelligence Energy level Maturity Resourcefulness Leadership Assertiveness Ability to work under direction Attitudes Communication ability Personal Qualities Rating Sheet Job applied for: Applicant's name: Interviewer:Date of interview: QualityExcellentGoodFairPoor 1. Intelligence 2. Energy level 3. Maturity 4. Resourcefulness 5. Leadership 6. Assertiveness
[View this eBook](#) | [Show Details](#) | [Add to Favorites](#)
- 2. Interview for Success: A Practical Guide to Increasing Job Interviews, Offers, and Salaries**
by Krannich, Caryl Rae.; Krannich, Ronald L.
Publication: Manassas Park, Va. Impact Publications, 1998.
Manage the Interview For Success They just called. You've got a job interview for 9am on Monday! "I don't believe it," you say. "I thought this would never come. I've spent weeks responding to job listings, circulating my resume, writing letters, pounding the pavement, and receiving rejections as well as promising leads. This has not been my idea of a good time. But finally my job search has paid off. If I can

On the right side, there is a "Basic Search" sidebar with dropdown menus for "Full-Text", "All Formats", and "English", a search input field containing "job interviewing", and a "Search" button. Below this is an "Advanced Search" link and a "Recent Searches" section listing "job interviewing (Full-Text)" and "job interviewing (Keyword)". At the bottom of the sidebar is a "Related Topics" section with links to "Management & auxiliary services", "Applied psychology", and "General management".

Job Search 101: NetLibrary

The screenshot displays the NetLibrary website interface. At the top left, the NetLibrary logo is visible, along with links for 'Home' and 'Back to Search Results'. A navigation bar at the top right includes 'Previous', 'Page', 'Go', and 'Next' buttons. The main content area features a yellow banner for the eBook 'Have a Winning Job Interview' by Deborah P. Bloch, Ph.D. The banner includes a 'Here's How' section with three bullet points: 'Make a great first impression and stand out from the crowd of job seekers', 'Tailor your skills and experience to a company's needs and goals', and 'Relax and stay calm—even in the most challenging interviews'. On the left side, there is a sidebar with a 'Table of Contents' section listing various chapters and sections, including 'CONTENTS', 'ABOUT THE AUTHOR', 'ACKNOWLEDGMENTS', 'FOREWORD', 'INTRODUCTION', 'SECTION I BEFORE THE INTERVIEW', 'SECTION II DURING THE INTERVIEW', 'SECTION III AFTER THE INTERVIEW', 'APPENDIX A: THE PRACTICE INTERVIEW—A SELF-HELP EXERCISE', and 'APPENDIX B: BIBLIOGRAPHY OF'. Below the table of contents, there is a 'Continue Search?' section with a search box and a 'Search' button. The bottom of the page features logos for 'me.org', 'MICHIGAN Department of Education', and 'Library of Michigan'.

Job Search 101: NetLibrary

NetLibrary Home
Back to Search Results

Have a Winning Job Inte... (Close Item) ?

Other: Select an open item... Go

Search Dictionary

Contents eContent Details Notes

- Job-Hunting Techniques
- Resume Writing— A Brief Overview
- Making Arrangements
- 3 Preparing: Your Brain
- 4 Preparing: Your Body
- 5 Preparing: Your Emotions
- SECTION II DURING THE INTERVIEW
- SECTION III AFTER THE INTERVIEW
- APPENDIX A: THE PRACTICE INTERVIEW—A SELF-HELP EXERCISE
- APPENDIX B: BIBLIOGRAPHY OF RELATED READINGS

Continue Search?
Search for **job interviewing** in this eBook

Search this eContent English Search

Page 18

Job-Hunting Techniques

There are four basic methods for seeking a job. There is no need for you to select only one method. A successful job campaign often includes the use of several or all of the methods. The four methods are:

- Networking
- Using professional employment services
- Answering advertisements
- Advertising yourself

Networking

Networking is a currently popular term that gives a technical sound to a technique that people have been using for a very long time. Basically, it means that you tell all the people you know that you are looking for a job and ask them to help you. Do not think that you don't know anybody. Think of the word *network*. Picture a network. It is not a single string from you to one person and from you to another person. It is like a web with strings from you to the people you know and from them to the people they know. People will generally like to help. One reason is because it makes them feel good. Another is because it may in turn increase their own network.

The first thing to do is to make a list of everyone you know. Consider people from all aspects of your life: family; friends; parents or children of friends; teachers; fellow members of religious, professional, and community organizations; sports teammates or opponents.

The next step is to think of what you want from each of these people—how each one can help you. Some may actually be employed by or run organizations in which you would like to work. Others may know people in the kinds of organizations you would like to work for. Still others may be just a shot in the dark. That is, you can't think of how they can help you, but it's worth seeing if they can. Your approach to each person may have to be a

Job Search 101: NewsBank Michigan Newspapers

The screenshot shows the NewsBank Michigan eLibrary website. At the top left is the NewsBank inc. logo, and at the top right is the me.org logo. Below the header, there is a navigation bar with "Welcome Michigan eLibrary" on the left and "June 9, 2009" on the right. The main content area is divided into three columns. The left column is a blue sidebar with "Current Events" (Hot Topics) and "Special Reports" (World Health - Swine Flu (H1N1), World Economics, World Issues in Mental Health, World Travel, Film and Television Around the World - Cannes Film Festival, World Environment, Science and Health in the News, Conflict and Terrorism Around the World, and View All Special Reports). The middle column features a search instruction, a link to "America's Newspapers - Michigan Collection by NewsBank", a description of the database, and a list of search shortcuts including Detroit News, The Grand Rapids Press, The Lansing State Journal, Michigan News Sources, America's News Magazines, and Michigan. The right column is a blue sidebar for "Personal Accounts" with a description and links for "Log In" and "Register". A large, faint "NewsBank" watermark is visible in the background of the middle column.

Job Search 101: NewsBank Michigan Newspapers

NewsBank
America's Newspapers

English | Other NewsBank Products

mele.org

Search History | Saved Articles

Michigan (3 sources)

All Text | employment projections | **Search**

and | All Text |

and | Date | Remove Row | Add Row

Sort by: Newest First

To find an exact match or phrase, use quotes. Custom date example: Jan 1, 2000 - Feb 3, 2000.

Shortcuts

- Detroit News, The
- Grand Rapids Press, The
- Lansing State Journal
- Michigan News Sources
- America's News Magazines
- Michigan

Locations | Source Types | **Source List** | Show Help

Source List: Michigan - Selected Source Types
Excluding magazines

[United States](#) » MI

Click the column headers to sort your matching titles

Title	Date Range	Location	Source Type
<input type="checkbox"/> Detroit News, The	01/01/1999-Current	Detroit	Newspapers
<input type="checkbox"/> Grand Rapids Press, The	08/01/2000-Current	Grand Rapids	Newspapers
<input type="checkbox"/> Lansing State Journal	01/01/1999-Current	Lansing	Newspapers

Job Search 101: NewsBank Michigan Newspapers

The screenshot shows the NewsBank website interface. At the top, there is a blue header with the NewsBank logo and the tagline "America's Newspapers". On the right side of the header, there are links for "English" and "Other NewsBank Products". Below the header, there is a search bar and a "meLE.org" logo. The main content area displays search results for "employment projections" in All Text. The results are filtered for Michigan and show a list of 5 articles. A sidebar on the left provides navigation options, including "View Results:" and "by Year" (with a table of articles per year) and "by Source" (with a list of newspaper sources). A "Save" button is visible above the first two articles. On the right side, there are sorting options ("View: Newest First | Best Matches First | Oldest First") and a "0 Saved Articles" box with options for Email, Print, and Bibliography/Export.

NewsBank
America's Newspapers

English Other NewsBank Products

meLE.org

Search History Saved Articles

Search Results for **employment projections** in All Text

Michigan - Selected Source Types

[Edit Search](#) [New Search](#)

Show Help

View Results: All Results (213)

by Year

Year	No. articles per year
2009	12
2008	19
2007	17
2006	31

[View 7 more](#)

by Source

- Grand Rapids Press, The (MI) (102)
- Detroit News, The (MI) (81)
- Lansing State Journal (MI) (30)

Save

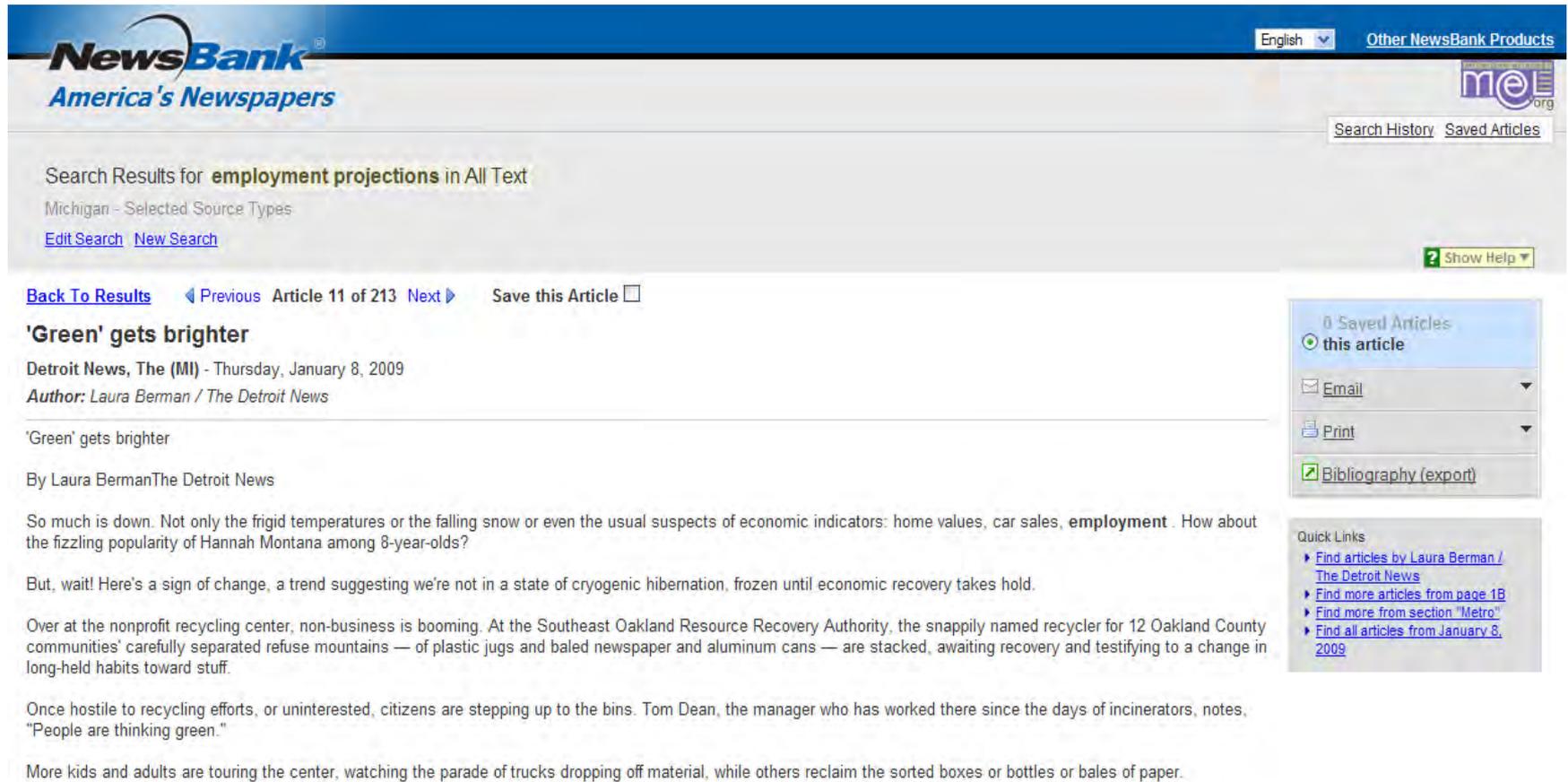
- [Lights, camera, taxes](#)
Detroit News, The (MI) - June 4, 2009
Length: 1448 words (Estimated printed pages: 6)
- [Lights, camera, taxes](#)
Detroit News, The (MI) - June 4, 2009
Length: 1446 words (Estimated printed pages: 6)
- [Budget cuts 95 teaching positions - Spending plan has less than \\$125,000 in savings](#)
Grand Rapids Press, The (MI) - June 2, 2009
Length: 584 words (Estimated printed pages: 2)
- [Teens battle adults for summer jobs](#)
Lansing State Journal (MI) - May 19, 2009
Length: 1218 words (Estimated printed pages: 5)
- [YMCA cuts 25 jobs - Membership declines by 8 percent](#)

View: Newest First | [Best Matches First](#) | [Oldest First](#)

0 Saved Articles

- Email
- Print
- Bibliography/Export

Job Search 101: NewsBank Michigan Newspapers



The screenshot shows the NewsBank Michigan Newspapers website interface. At the top, there is a blue header with the NewsBank logo and the tagline "America's Newspapers". On the right side of the header, there are links for "English" and "Other NewsBank Products". Below the header, there is a search bar and a "me.org" logo. The main content area displays search results for "employment projections" in All Text, with a sub-header "Michigan - Selected Source Types". There are links for "Edit Search" and "New Search". On the right side of the search results, there are links for "Search History" and "Saved Articles", and a "Show Help" button. Below the search results, there are navigation links: "Back To Results", "Previous Article 11 of 213", "Next", and "Save this Article". The main article is titled "'Green' gets brighter" and is from Detroit News, The (MI) - Thursday, January 8, 2009. The author is Laura Berman / The Detroit News. The article text discusses the state of the economy and recycling efforts. On the right side of the article, there is a sidebar with "0 Saved Articles" and "this article" selected. Below this, there are links for "Email", "Print", and "Bibliography (export)". At the bottom of the sidebar, there is a "Quick Links" section with several links: "Find articles by Laura Berman / The Detroit News", "Find more articles from page 18", "Find more from section 'Metro'", and "Find all articles from January 8, 2009".

NewsBank
America's Newspapers

English Other NewsBank Products

me.org

Search History Saved Articles

Search Results for **employment projections** in All Text

Michigan - Selected Source Types

[Edit Search](#) [New Search](#)

[? Show Help](#)

[Back To Results](#) [◀ Previous](#) Article 11 of 213 [Next ▶](#) [Save this Article](#)

'Green' gets brighter

Detroit News, The (MI) - Thursday, January 8, 2009
Author: Laura Berman / The Detroit News

'Green' gets brighter

By Laura BermanThe Detroit News

So much is down. Not only the frigid temperatures or the falling snow or even the usual suspects of economic indicators: home values, car sales, **employment**. How about the fizzling popularity of Hannah Montana among 8-year-olds?

But, wait! Here's a sign of change, a trend suggesting we're not in a state of cryogenic hibernation, frozen until economic recovery takes hold.

Over at the nonprofit recycling center, non-business is booming. At the Southeast Oakland Resource Recovery Authority, the snappily named recycler for 12 Oakland County communities' carefully separated refuse mountains — of plastic jugs and baled newspaper and aluminum cans — are stacked, awaiting recovery and testifying to a change in long-held habits toward stuff.

Once hostile to recycling efforts, or uninterested, citizens are stepping up to the bins. Tom Dean, the manager who has worked there since the days of incinerators, notes, "People are thinking green."

More kids and adults are touring the center, watching the parade of trucks dropping off material, while others reclaim the sorted boxes or bottles or bales of paper.

0 Saved Articles
this article

Email

Print

Bibliography (export)

Quick Links

- ▶ [Find articles by Laura Berman / The Detroit News](#)
- ▶ [Find more articles from page 18](#)
- ▶ [Find more from section "Metro"](#)
- ▶ [Find all articles from January 8, 2009](#)



Job Search 101: MeLCat

The screenshot shows the Michigan eLibrary website. At the top, there is a navigation bar with links for Michigan.gov Home, MDE, Library of Michigan, MeL Home, Contact, Promotions, MyMeL, About, and Help. Below this is a search bar with the text "physical therapy vocational guidance" and a "Find It!" button. The search results section is titled "Quick MeLCat Search" and includes a table of "Other Searches" with links to Subject (LC), Subject (Children's), Subject (MESH), and Advanced Keyword. There is also a section for "Visiting the Library in Person?" with a link to a "Region map".

Michigan.gov
The Official State of Michigan Website

Michigan eLibrary
Michigan.gov Home | MDE | Library of Michigan | MeL Home | Contact | Promotions | MyMeL | About | Help

meL.org

MeL Home | MeL Databases | MeL Catalog | Michigan Online Resources for Educators | Featured Resources | MeL Michigana

Quick MeLCat Search

Search the MeL Catalog for books, books on tape/CD/DVD, music, magazines, and more!

Keyword Author Title Series Title

Search for: View entire catalog

Other Searches	
Subject (LC)	ISBN/ISSN
Subject (Children's)	OCLC number
Subject (MESH)	Other Standard Number
Advanced Keyword	Government Document Number

[Award Winners](#) | [Participating Libraries](#)

Visiting the Library in Person?
You can restrict your search to a specific part of the state.
[Region map](#)



This project is made possible by grant funds from the [U.S. Institute of Museum and Library Services \(IMLS\)](#) administered by the State of Michigan through the [Library of Michigan](#).

[Michigan.gov Home](#) | [MDE](#) | [Library of Michigan](#) | [MeL Home](#) | [Contact](#) | [Promotions](#) | [MyMeL](#) | [About](#) | [Help](#)
[Contact Your Library](#) | [MeL Privacy Policy](#)
[State Web Sites](#) | [Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)
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WebPAC PRO © Innovative Interfaces, Inc.



Job Search 101: MeLCat

Start Over Modify Search Another Search

WebBridge

ADVANCED KEYWORD physical therapy vocational guida View entire catalog Search

76 Results Found. Sorted By Relevance | Date | Title .
Search Results Pages: 1 2 Next Page

Save Marked Records Save All

ADVANCED KEYWORDS (1-50 of 76)

Very relevant titles entries 1-48

<input type="checkbox"/>	1	Get This for Me!	Occupational therapy assistant [videorecording] / a production of Meridian Education Corporation ; producer, Bill Dean ; director, Christine Dean.	c2008.
			1 videodisc (22 min.) : ISBN/ISSN:	
<input type="checkbox"/>	2	Get This for Me!	Vault career guide to physical therapy / Annlee Burch and the staff of Vault.	c2007.
			Burch, Annlee. x, 67 p. : ISBN/ISSN: 9781581314496	

Job Search 101: Best Web sites – Business and Jobs Gateway



- MeL Home
- MeL Databases
- MeL Catalog
- MeL Michigana
- Featured Resources
- Michigan Online Resources for Educators

Business and Jobs Gateway



- See here for [Filing for Unemployment Benefits](#) - To use the on-line service, applicants must be filing a new or additional claim
- MeL has [job postings](#), [career exploration resources](#) and [job search aids](#)
- MeL has resources that can help you start or grow a business
- MeL has data and information on business and the economy in Michigan, the U.S. and the world

Key Resources

[Business and Company Resource Center](#)

[More](#)

Recommended for: General user, Professionals. Mostly full text. Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, inv...

Choose a Category to Find Recommended Web Sites

[Careers and Jobs](#)

Cover Letters and Resumes
Employee Satisfaction
Rankings
Exploring Career Preferences
Internships
[More](#)

[Business and Economic Data](#)

[Michigan Personal Finance Resources](#)

[Business](#)

Associations
Casinos and Gaming
Corporations
Cultural Economic Development
[More](#)

MeL's Best Web sites



Job Search 101: Best Web sites – Jobs and Careers



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Whether you are looking for a job or looking for employees, the Michigan Talent Bank is the place to be. If you are a jobseeker, search more than 15,000 new job openings monthly and post your resume s...

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Be wary! Some job postings may be from scam artists, who will try to steal your identity, access your bank account, or trick you into sending money for supplies/training. Work-from-home job ads are of...

[Indeed.com](#)

[More](#)

Indeed.com includes job listings from major job boards, newspapers, associations and company career pages. Easy to use!



Job Search 101: Best Web sites - Michigan Talent Bank



jobs available: 23,623
jobs today: 15
resumes available: 1,003,754

HOME JOB SEEKERS EMPLOYERS CAREER RESOURCES

Welcome to the Michigan Talent Bank [User Tips and Techniques](#) [Security Notice](#)

MTB Coming Attractions!

Find out what's coming soon to the Michigan Talent Bank for [Job Seekers](#) and [Employers](#)

Whether you are looking for a job or looking for employees, the Michigan Talent Bank is the place to be. If you are a job seeker, search more than 15,000 new job openings monthly and post your resume so more than 40,000 employers can find it. If you are an employer, sign up to search more than 600,000 resumes for the ideal candidate and post your jobs to let job seekers find you. Best of all, it's free for all users. Try us today!

Job Seekers

Looking for a job?

Search job listings and create your resume. It's FREE!

SEARCH FOR JOBS

Returning Job Seekers:

User ID:

PIN:

LOGIN / UPDATE RESUME

[Forgot your User ID and/or PIN?](#)

New Job Seekers:

CREATE A RESUME

Employers

Looking for Employees?

Search resumes and post your jobs. It's FREE!

SEARCH FOR RESUMES

Registered Employers:

User ID:

Password:

LOGIN

[Forgot your User ID and/or Password?](#)

New Employers:

FREE SIGN UP

[home](#) | [job seeker](#) | [employer](#) | [career portal](#) | [local offices](#) | [contact us](#) | [about us](#) | [privacy statement](#)

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Job Search 101: Best Web sites – Job Postings



The screenshot shows the Michigan eLibrary website. At the top, there is a banner with the Michigan Department of Education logo, the text "Michigan eLibrary", and the Michigan.gov logo. Below the banner is a navigation menu with links: Michigan.gov Home, MDE, Library of Michigan, MeL Home, Contact, Promotions, MyMeL, About, and Help. On the left side, there is a sidebar with the MeL logo and a section titled "Michigan's 24/7 Library" containing "MeL Subject Gateways" with buttons for Books and Reading, Business and Jobs, Genealogy, Health and Wellness, Kids, Reference Desk, and Teens. The main content area is titled "Jobs and Careers – Job Posting Sites: Northern Michigan" and lists several job posting sites with descriptions and "More" links.

MICHIGAN Department of Education Michigan eLibrary Michigan.gov
Two Official State of Michigan Websites

[Michigan.gov Home](#) | [MDE](#) | [Library of Michigan](#) | [MeL Home](#) | [Contact](#) | [Promotions](#) | [MyMeL](#) | [About](#) | [Help](#)

MICHIGAN eLIBRARY
meL org

Michigan's 24/7 Library

MeL Subject Gateways

- Books and Reading
- Business and Jobs
- Genealogy
- Health and Wellness
- Kids
- Reference Desk
- Teens

[Jobs and Careers](#) – [Job Posting Sites: Northern Michigan](#)

[Alpena News Job Ads](#) [More](#)
Classified employment ads for the Alpena area are posted at this site.

[Boyne Resorts employment](#) [More](#)
View employment opportunities at Boyne resorts in Boyne Falls, Harbor Springs, and Bay Harbor MI. Jobs may include cooks, bartenders, dishwashers, bussers, servers, housekeepers, cashiers, bellmen, li...

[Cadillac News Classifieds](#) [More](#)
Browse job ads posted in the Cadillac News.

[Charlevoix Courier Employment Classifieds](#) [More](#)
Wants ads from the Charlevoix area.

[Cheboygan Tribune Employment Classifieds](#) [More](#)
Employment ads for the Cheboygan area are posted at this site.

[Clare County Classifieds](#) [More](#)
Includes employment ads for Clare County and surrounding counties.

Job Search 101: Best Web sites - Craigslist

craigslist

northern michigan ^w

other cities

us states

countries

ann arbor
battle creek
central mi
detroit metro
flint

alabama
alaska
arizona
arkansas
california
colorado
connecticut

argentina
australia
austria
bangladesh
belgium
brazil
canada
caribbean

jackson
kalamazoo
lansing
muskegon
northern mi
port huron
saginaw
sarnia
sault ste marie
sheboygan
the thumb
windsor

delaware
florida
georgia
guam
hawaii
idaho
illinois
indiana
iowa
kansas
kentucky
louisiana
maine
maryland
mass

chile
china
colombia
costa rica
croatia
czech repub
denmark
ecuador
egypt
finland
france
germany
great britain
greece
hong kong
hungary
india
indonesia
ireland
israel
japan

us cities

atlanta
austin
boston
chicago
dallas
denver
detroit

michigan
minnesota
mississippi
missouri
montana
n carolina
n hampshire

community

activities
artists
childcare
general
groups
pets
events
lost+found
musicians
local news
politics
rideshare
volunteers
classes

personals

strictly platonic
women seek women
women seeking men
men seeking women
men seeking men
misc romance
casual encounters
missed connections
rants and raves

discussion forums

1099
apple
arts
atheist
autos
gifts
haiku
health
help
history
pets
philos
politic
psych
queer

housing

apts / housing
rooms / shared
sublets / temporary
housing wanted
housing swap
vacation rentals
parking / storage
office / commercial
real estate for sale

for sale

appliances
antiques
barter
bikes
boats
books
business
computer
free
furniture
general
jewelry
materials
arts+crafts
auto parts
baby+kids
beauty+hlth
cars+trucks
cds/dvd/vhs
cell phones
clothes+acc
collectibles
electronics
farm+garden
garage sale
household

jobs

accounting+finance
admin / office
arch / engineering
art / media / design
biotech / science
business / mgmt
customer service
education
food / bev / hosp
general labor
government
human resources
internet engineers
legal / paralegal
manufacturing
marketing / pr / ad
medical / health
nonprofit sector
real estate
retail / wholesale
sales / biz dev
salon / spa / fitness
security
skilled trade / craft

Click here
for job listings.

post to classifieds

my account

help, faq, abuse, legal

search craigslist

for sale

event calendar

S	M	T	W	T	F	S
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

haiti earthquake relief

avoid scams & fraud

personal safety tips

craigslist blog

Job Search 101: Best Web sites - Craigslist

The screenshot shows the Craigslist website interface. At the top, the 'upper peninsula' region is selected. Below this, there are three main columns of job categories: 'community', 'housing', and 'jobs'. The 'jobs' column is highlighted with a red arrow, and a yellow callout box with the text 'Click on job category' points to it. To the right of the job categories, there are three columns of location filters: 'us cities', 'us states', and 'countries'. The 'us cities' column lists various cities like Atlanta, Austin, Boston, etc. The 'us states' column lists states like Alabama, Alaska, Arizona, etc. The 'countries' column lists countries like Argentina, Australia, Austria, etc. On the left side of the page, there are several utility links and a search bar. The search bar contains the text 'for sale' and a dropdown arrow. Below the search bar is an 'event calendar' showing a grid of dates from Sunday to Saturday. At the bottom of the page, there are logos for 'me.org', 'MICHIGAN Department of Education', and 'Library of Michigan'.

Job Search 101: Best Web sites - Craigslisit

[northern MI craigslist](#) > [jobs](#) > [admin/office jobs](#)

[[help](#)] [[p](#)]

search for: in: [admin/office jobs](#) only search titles
 telecommute contract internship part-time non-profit has image

[Mon, 24 May 14:36:12]

[[FTC Warning on JOB SCAMS](#)] [[craigslist vs monster vs careerbuilder](#)] [[jobs forum](#)] [[success story?](#)]
[[AVOIDING SCAMS & FRAUD](#)] [[PERSONAL SAFETY TIPS](#)] [[craigslist blog](#)]

Mon May 24

[Fully trained and experience LOOKING FOR WORK!](#) - (Traverse City)

Sun May 23

[transport sales](#) - (Big Rapids, MI)

Sat May 22

[Administrative & Sales Assistant](#) - (Northern MI)

[Administrative Assistant](#) -

[Secretary/Personal Assistant](#) - (Northern michigan)

Job Search 101: Best Web sites – Craigslist Job Posting

[northern MI craigslist](#) > [jobs](#) > [admin/office jobs](#)

[email this posting to a friend](#)

Avoid scams and fraud by dealing locally! Beware any deal involving Western Union, Moneygram, wire transfer, cashier check, money order, shipping, escrow, or any promise of transaction protection/certification/guarantee. [More info](#)

please [flag](#) with a

[miscategorization](#)

[prohibited](#)

[spam/overpost](#)

[best of craigslist](#)

transport sales (Big Rapids, MI)

Date: 2010-05-23, 10:14AM EDT

Reply to: job-ensbu-1755161846@craigslist.org [\[Errors when replying to ads?\]](#)

The primary tasks and responsibilities for the Forwarder position include:

Develop new prospects and interact with customers to increase sales of our logistics services;

Actively acquiring new business through cold calling and industry contacts.

Negotiate pricing and service programs;

Provide accurate timely information to ensure customers' needs are known by all concerned;

Achieve or exceed established sales goals;

Respond quickly and accurately to customers and management inquiries.

Required Experience:

Minimum 2-5 years sales experience

Freight Forwarding / Transport experience is a major asset.

MUST have excellent communication and interpersonal skills

Must be a 'go getter' and very eager to seek out new business

The primary tasks and responsibilities for the Internal Account Coordinator position include:

Account Management of client requirements

Coordinating Ground services (booking of trucks, follow through and updates of transport to clients)

Rate proposals

Job Search 101: Best Web sites – Cover Letters and Resumes



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[Career Journal](#)

[More](#)

This resource by the Wall Street Journal offers average salary statistics for business job titles in specific zip codes or metro areas. There are also many articles with advice on job hunting and sala...

[How to Stand Out From the Crowd at a Job Fair](#)

[More](#)

Advice from the Better Business Bureau on how to prepare for attending a job fair.

[JobWeb - Resumes & Interviews](#)

[More](#)

JobWeb offers good advice on resumes, interviews, cover letters, and references. It has sample resumes and cover letters as well as tips on online applications, resumes for internships, handling illeg...

[OWL Job Search Writing](#)

[More](#)

Detailed resume and cover letter writing help from Purdue University's Online Writing Lab (OWL). Also, useful tips on preparing cv's or management resumes, Preference sheets, PowerPoint presentations...

[ResumeHelp.org](#)

[More](#)

This site offers numerous sample resumes for many types of careers. Other resume help includes a list of recommended action words, formatting tips, and resume writing questions (FAQs). Ob...



Job Search 101: Best Web sites - Cover Letters and Resumes

Resume-Help.org

Cover Letter Writing | Resume Writing | Tools to Find a Job

Free Resume Examples
We've collected over 70+ free resume examples from our professional writing partners. They span a wide range of industries and professional levels - from student intern to vice president. If you need more personalized assistance consider contacting one of our recommended professional resume services.
→ [Free Resume Examples - More](#)

Resume Writing Services
Thinking about using a professional resume writing service? Getting professional help can give you a competitive edge and in most cases the cost of the service is tax deductible. Which resume writing service is the best? We've compiled a list of recommended services based on our user feedback.
→ [Resume Writing Services - More](#)

Resume Writing Tips
Make sure you don't miss critical information hiring managers are looking for. Learn about what to include, what not to, and how to present your most marketable skills. Once you know what you want to say, head over to our list of resume examples to start working on your resume layout.
→ [Resume Writing Tips - More](#)

Resources and Tools

Cover Letter
[Cover Letter Writing Tips](#) - Learn about what to include.
[Common Cover Letter Mistakes](#) - Issues that cost you the interview.

FREE RESUME EXAMPLES
→ [Entry Level Resume Examples](#)
→ [Professional Resume Examples](#)
→ [Executive Resume Examples](#)

Job Search 101:

Social Networking— Online and In-Person

- LinkedIn
- Facebook
- Professional Organizations
- Community and Service Organizations
- Church Groups
- School groups
- Others.....

Job Search 101: Social Networking Online

About.com: Job Searching

[Home](#) > [Careers](#) > [Job Searching](#)

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Job Searching

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[Job Interviews](#)

Filed In: [Job Search Networking](#)

Free Job Searching Newsletter!

Enter email address

Career / Social Networking

Career and social networking online resources. Where to network online as part of your job search and how to use a social network to help land a job.

 [Networking Sites \(22\)](#)

 [Facebook Job Search Groups \(9\)](#)

 [LinkedIn \(5\)](#)

 [How to Ensure Employers Can Find You](#)

When you're conducting a job search, you need to make it easy for employers to find you online. Employers, who can be inundated with resumes when they post jobs, often seek passive candidates (qualified candidates who aren't necessarily looking for work, but who may be interested if the right job comes along).

 [How to Use Social Media in Your Job Search](#)

Most people know that the best way to find a job is through networking. You can go to networking meetings, tap into your own personal network, or ask friends who they know. With the Internet buzzing with social media, there are similarly many ways to use social media in order to network. and eventually find a job.

Advertisement



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- ▶ [Bachelor's Programs](#)
- ▶ [Certificate Programs](#)
- ▶ [Doctoral Programs](#)
- ▶ [M.B.A. Programs](#)
- ▶ [Master's Programs](#)

Job Search 101: Good Luck!

- Remember to:
 - Do your Homework
 - Use LearningExpress Library's Job Search & Workplace Skills Center to prepare!
 - Exhaust all of your resources
 - Tell everyone you know that you are job hunting: Network!
 - Stay positive and focused
 - Put together a great resume & cover letter
- After you get an interview:
 - Thank the interviewer in writing
 - Follow-up afterwards
- Get the job!!

Job Search 101: Get at Jump on Your Job Search!

- Presenter Contact Information

- Deb Biggs Thomas
MeL Coordinator

Library of Michigan

517.373.4466

biggsthomasd@michigan.gov