

**Some (but nowhere near all)  
of the tools:**

- 10 Steps to Interviewing With Confidence (DVD)
- 150 Best Jobs for Your Skills
- 300 Best Jobs Without a Four Year Degree
- College Majors Handbook
- Cover Letters for Dummies
- Create a Powerful Resume (DVD)
- Discover What You're Best At
- Field Guides to Finding a New Career
- Fired to Hired
- Guide to Internet Job Searching
- Instant Interviews
- Job-hunter's Survival Guide
- Job Search Solution
- Networking For a Fast Job Search (DVD)
- Over 40 and You're Hired!
- Ten Steps to a Federal Job
- What Does Somebody Have to Do to Get a Job Around Here?



Watch for classes, programs and workshops on job hunting, computer skills, and career topics to be held in the Library's Meeting Room.

If you would like to present a class or program, please contact the Library.

# RENEW WASHINGTON

A project of the Washington State Library

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## Liberty Lake Municipal Library

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## Jobs & Career Center



Liberty Lake Municipal Library  
23123 E Mission Ave  
Liberty Lake, WA 99019



**Tools to Get Back to Work,  
Find a Career,  
or Do-It-Yourself**

## The JCC @ the Library

Finding a job or deciding on a career is one of the toughest challenges anyone faces. When that challenge comes during one of the hardest economic times in recent history, the difficulties can seem enormous, especially for those who don't know where to start in this age of computer technology and communication.



The Jobs & Career Center at Liberty Lake Municipal Library is a special area with an array of resources to help our neighbors rebuild their lives after a job loss, update their skills in or through technology, or learn how to do-it-themselves by starting their own businesses.

Think of the JCC as your Tool Box; the place where the hammers and nails are stored and readily available to start building or exploring a new life.



## Computers, Programs, Databases

The JCC is a private room equipped with three modern computers, a multifunction printer, a shredder and a wide variety of media devoted to job hunting and career exploration. These computers have no time limits so users can take as long as needed to finish an application, take a course, watch a DVD, or learn a skill. The computers are loaded with resume and cover letter software and programs that teach how to use the Microsoft Office programs like Word, Excel, and others. Also available is Ferguson's Career Guidance Database, the best-rated job and career exploration tool on the market.



## Books, DVDs, Audio books

Maybe it's been awhile since you've looked for a job, or you need help sharpening those skills that will make you stand out. The JCC has a variety of media to help. For instance, there are books and DVDs on techniques for inter-

viewing, organizing a job search, networking, and more.

If you're thinking about striking out on your own, there are resources on new business basics such as business plans and accounting as well as on the start-up of specific businesses.



And remember, if we don't have it at the Library, we'll find it and get it for you!

**Come in and take a look in the Tool Box,  
the Jobs & Career Center @ the Library.**

**You never know,  
you just might find that perfect tool !**