

The Tacoma Public Library has the information and resources you need to find a job and explore new careers, earn long-distance learning degrees, start and grow small businesses, write an effective resume and cover letter and develop new strategies for you job search.

We can help you prepare for your future.

The Tacoma Public Library's *Education and Job Center* offers a variety of services and tools for job seekers.

- The latest books on career choices, job hunting, writing effective resume & cover letters, interviewing skills & more.
- Free workshops with some of the region's leading career coaches
- Interactive online practice tests for preparatory examinations including entrance exams and certification, licensing and civil service tests.
- Dedicated computers with free access to job-related software.
- GED preparation materials & practice tests.
- Practice placement & entrance exams including the ACT, SAT, GRE and others.
- Information on 2 & 4 year colleges, technical schools, scholarships & financial aid
- Free computer classes & free WiFi.

We provide live online job assistance with *JobNow* (access from home or at the library with your library card).

- **Ace the interview.** Live interview coaching assistance (available from 1 - 10 p.m. daily)
- **Resume Builder.** The resources you need to craft an effective resume
- **Resume Lab.** Submit your resume and/or cover letter and receive expert feedback within 24 hours
- **Career Resources.** Informative, easy-to-use Internet job resources including local and national job-posting sites as well as personality & career assessments.

All you need to take full advantage of the library's resources is your library card!

You can get your library card at any Tacoma Public Library location or apply for a card online at [www.tacomapubliclibrary.org](http://www.tacomapubliclibrary.org).

All you need is a photo ID and proof of current address.

### **The Education & Job Center**

@ Tacoma Public Library's Main Library  
1102 Tacoma Avenue South, Tacoma, WA 98402

Learn more at [www.tacomapubliclibrary.org](http://www.tacomapubliclibrary.org) or telephone (253) 591-5666

A program of the Tacoma Public Library, in partnership with the City of Tacoma, REACH, WorkSource Pierce County, Bates Vocational & Technical College and Tacoma Goodwill.

The *Tacoma Public Library's Education & Job Center* is funded, in part, with a grant from the Office of the Secretary of State, Washington State Library as part of a **Renew Washington Project** which is funded by the *Bill and Melinda Gates Foundation* and the *Institute of Museum and Library Services*.

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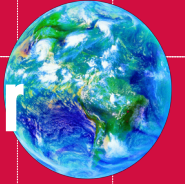
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