

Libraries offer resources for mature job seekers

By Marty Johannes

If you are looking for a job or considering a career change, you may not be sure where to begin. Johnson County Library can get you started. Our staff can help you access a vast array of career-related resources to support your successful job search.

Computers/Internet Access: Many aspects of job-seeking are now performed online. Our thirteen libraries have public computers, Microsoft Office programs and printers. An email account is essential for job searching, and our staff can help you create an account. If you need to develop or brush up your computer skills, we can point you to online, self-paced tutorials. We'll guide you using Microsoft Office Word templates for writing resumes and cover letters. Most job openings are now posted online. You can find job listings, apply for jobs, and submit resumes using the library computers.

Career Planning and Jobs webpage: Job seeking strategies may have changed since the last time you were in the job market. Johnson County Library's Career Planning and Jobs webpage (jocolibrary.org/careers) provides access to the best and most up-to-date resources for assessing your skills; updating your resume; networking; identifying and researching potential employers; and finding local job openings. You will find links to career-related databases, community resources, blogs, websites, and more.

Databases: One database available through the library website, Job and Career Accelerator, serves as an online career coach, providing you step-by-step assistance with skills assessment, exploring occupations, resume creation, interviewing skills, and tracking your job search progress. Another database, LearningExpressLibrary, offers a "Career Center" with practice tests to help you prepare for entrance and occupation exams, as well as sections on learning more about different occupations and improving job search and workplace skills. One of our most popular databases, ReferenceUSA, enables you to identify potential employers by industry and geographical location and to do company research.

Community Resources: Workforce Partnership (workforcepartnership.com) is a key stop for job seekers in Johnson County. Staff can provide job search assistance and help you access online job listings and "workshops" on resume writing, interviewing, assessing careers/skills, and developing computer skills. The Mature Workers



computers, scanners, copiers, and fax machines.

Blogs: Subscribe to The Kansas City Job Seekers Blog (kansascityjobseekers.com) to get a weekly listing of career-related workshops, classes, seminars, career fairs, and networking events being held in the metro area. The Coffee Lunch Coffee blog (coffeelunchcoffee.com) provides videos and posts with practical advice and tips on networking.

Websites: There are an abundance of websites that provide job search assistance. O*NET OnLine (online.onetcenter.org) is the federal government's career site. AARP's Work and Jobs site (aarp.org/work) provides resources and advice for the mature job seeker.

Job Listings: The job aggregator Indeed.com provides access to jobs list-

ings from job boards, company websites, associations, newspapers, etc. USAjobs.gov provides job listings for the federal government, the largest employer in the metro area. Snagajob.com is a good place to look for part-time positions. Job boards which specialize in serving mature job seekers include:

- SeniorJobBank.org
- RetiredBrains.com
- BoomersNextStep.com
- BoomerCareer.com
- RetirementJobs.com
- YourEncore.com
- Workforce50.com

Books/Newspapers: And of course for every step of the career development and job searching process, the library offers books in a variety of formats. You can check out books in print and on CD, as well as download eBooks and eAudiobooks. Through the library's website, you can also access thousands of full-text periodicals, including The Kansas City Star, the Kansas City Business Journal, and the KCBJ's Book of Lists.

One-on-one assistance: We want to help you be successful in your job search. Visit any of our thirteen locations or contact us at 913-826-4600 for assistance. ☎

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