

LAPL ELECTRONIC RESOURCE OF THE MONTH!



March 2012:

JOBS & CAREERS GATEWAY

HOW DO I FIND THE JOBS & CAREERS GATEWAY?

In-Library and Home (Remote Access with a valid LAPL Library card)

Jobs & Careers Gateway is available online at all LAPL locations and remotely from the LAPL Web site in the **Databases** alphabetical list and under the subject categories of *General Information* and *Student Sources*, and in **Teen Web** under Homework Help Sites / *Multi-Subject Resources*. All Gateways will eventually be added into the subject categories list at the beginning of the alphabetical list of databases.

DESCRIPTION:

The new Gale *Jobs & Careers Gateway* provides the ability to congregate in one location online access to a number of different formats of subject related resources, some that can be searched at the same time. *Jobs & Careers Gateway* is anchored by six databases (Career Transitions, Powerspeak, Testing & Education Reference Center, Learning Express Library, Vocation & Career Collections, and Career-Internet Database). As new resources become available, they will be added to the content of the gateway, so it will change through time.

HOW TO SEARCH:

The center of the first page is arranged as bookshelves with items on display for the picking. The current main sections are listed below, including examples of how the *Databases* and *eBooks* are displayed.

Databases (library card required for remote access)



DATABASES

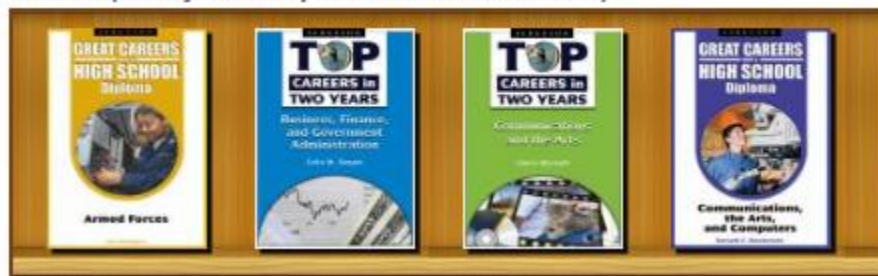
Click on any item displayed to open it up. The databases are accessible as individual databases from the alphabetical list of databases and contain the following content:

- ***Career Transitions*** is a career guidance center that gives advices on resumes, cover letters, and careers.
- ***Powerspeak Languages*** is an interactive online language database for learning: Spanish, French, Mandarin Chinese, German, Italian, Japanese, Korean, Russian, ESL Spanish, and ESL Mandarin. Speakers or headphones are necessary.
- ***Testing & Education Reference Center*** has tools on how to prepare and plan for high school, college, careers, grad school, and international success. There are over 300 practice tests such as the GED, CAHSEE, AP, SAT, ACT, MCAT, GRE, Civil Service and U.S. Citizenship.
- ***LearningExpress Library*** contains online interactive practice exams covering adult basic, academic, job related, civil service, real estate skills and more. Learning Centers also include information for Elementary and Middle Schools, U.S. Citizenship and ESL Spanish Basic Skills Courses. A specialized eBook collection is also available.
- ***Vocation & Career Collections*** is a collection of nearly 400 journals from career guides to specialized industry journals on searching for and maintaining a career.
- ***Career-Internet Database*** provides career lists, tests, and reports. Vocational guidance information exploring choices available for special skills, experience, education and aptitudes of various careers.

EBOOKS

You cannot save or print the entire eBook, but you can copy or download as many of the sections as you like and download to MP3, or download PDF to eReader. Articles can be read in Text or PDF, translated into various languages and listened to (using speakers or earphones) by clicking on the corresponding link.

eBooks (library card required for remote access)



SELECTED RECENT BOOKS (in the side panel to the right of the bookshelves) are suggestions for recent print book titles on ***Job Hunting***, ***Resumes***, and ***Interviews*** that can be checked out of the Library or placed on hold.

LIBRARY DEVELOPED GUIDES were developed by the LAPL staff:

- ***LAPL's Job Hunting Guide***
- ***Language of Money Financial Resource Guide***
- ***Using Google Docs Resume Templates***
- ***LAPL Pathfinder – Career Guides and Job Searching***

SALARIES and RELATED CAREER/JOB LINKS were selected as additional useful tools for searching for jobs and careers.