Books & e-Books

Coping with Unemployment
- Career Comeback: 8 Steps to Getting Back on Your Feet. 658.339 R521-1 & e-Book
- The Job Search Checklist : Everything You Need To Know To Get Back To Work After A Layoff. 658.339 B6183-1
- Reset : How To Beat The Job-Loss Blues And Get Ready For Your Next Act. 331.137 S324 & e-Book

Employment Examinations
- Abstract reasoning : test preparation study guide. 351.3 A1645 2015
- Master the Clerical Exams. 351.3CLE H592
- Mechanical Aptitude & Spatial Relations Tests. 351.3MEC W651
- Passbook (study aids/workbooks for government employment tests i.e. Police Officer, Electrician, Bus Driver, Accountant, Custodian) e-Book OverDrive

Employment Interviewing
- Acing the Interview. 658.3115 B554
- 101 Great Answers to the Toughest Interview Questions. 658.3115 F947-1 & e-Book
- Job Interviews for Dummies. 658.3115 K35 & e-Book
- Sweaty Palms: the Neglected Art of Being Interviewed. 658.3115 M491

Exploring Careers & Job Searching
- What Color is Your Parachute? 658.339 B6915 & e-Book
- Knock ’em Dead: the Ultimate Job Search Guide. 658.3115 Y31 & e-Book
- Do What You Are. 371.42 T561

Resumes & Cover Letters
- How to Write Better Résumés and Cover Letters. 658.339 C932-1
- The Guide to Basic Cover Letter Writing. 658.339 G9465-3
- The Guide to Basic Résumé Writing. 658.339 G9465
- Cover Letters for Dummies. 658.339 K35-3 & e-Book
- Knock ’em Dead Résumés 658.339 Y31
- Résumé Magic. 658.339 W581

Job & Career Collection
The Job & Career Collection in the Business and Economics Department LL1, offers one-stop browsing of current job and career books and related handout material.

Job & Career Center
WorkSource Portal @ Central Library
Free and basic job hunting and unemployment benefit assistance in the library from a WorkSource counselor, with access to JobsLA and CalJOBS. Computers and a printer with a scanner/fax are also available for job seeking activities only.
Job Hunting & Career Planning: Quick Guide

Referral Sources
- **211**: for social services from private and government agencies in L.A. County, dial 211 or 800-339-6993
- **Healthy City**: online version of 211 service: [http://www.healthycity.org](http://www.healthycity.org)

Places for the Job Hunter to Visit In-Person or Telephone
- California Employment Development Dept: locations and contact information available at [http://www.edd.ca.gov](http://www.edd.ca.gov)

Mega Sites Online: Advice, Information & Links
- **California Employment Development Department**: [http://www.edd.ca.gov](http://www.edd.ca.gov)
- **JobStar**: [http://www.jobstar.org](http://www.jobstar.org)
- **Job Hunters Bible**: online companion to the book *What Color is Your Parachute* by Richard Bolles: [http://www.jobhuntersbible.com](http://www.jobhuntersbible.com)

Networks & Online Communities
- **LinkedIn**: [http://www.linkedin.com](http://www.linkedin.com)
- **Craigslist**: [http://www.craigslist.com](http://www.craigslist.com)
- **Backpage**: [http://www.backpage.com](http://www.backpage.com)

Job Listings & Resume Posting Sites
- **JobsLA**: [http://www.jobsla.org](http://www.jobsla.org)

LAPL Databases:
- **California Employment Development Department**: [http://www.lapl.org/collections-resources/research-and-homework/](http://www.lapl.org/collections-resources/research-and-homework/)
- **Business & Company Databases**
  - **Business Insights: Essentials** (remote access with LAPL library card)
  - **Mergent Intellect** (remote access with LAPL library card)
  - **ReferenceUSA Business Database** (remote access with LAPL library card)
  - **S&P Capital IQ NetAdvantage** (remote access with LAPL library card)
- **Career/Educational Databases**
  - **Online Learning**: [www.lapl.org/collections-resources/online-learning](http://www.lapl.org/collections-resources/online-learning)
  - **Kanopy**: [E-Media] Video streaming documentaries on career development (remote access with LAPL library card)
  - **Careers-Internet.org** [Careers Internet Database] (available in library only)
  - **Career Transitions** (remote access with LAPL library card)
  - **LearningExpress** (remote access with LAPL library card)
  - **Live Homework Help** [Career Tutor] (remote access with LAPL library card)

Find Out More with the Full Version:
**LAPL Job & Career Guide**
[http://www.lapl.org/job-seekers](http://www.lapl.org/job-seekers) or go to the home page [www.lapl.org](http://www.lapl.org) and select **Job Seekers** on the left side bar.

The **LAPL Job & Career Guide** lists more than 200 employment-related web sites and resources, offers referrals to assistance available in-person and by telephone, and highlights selected online and print resources available from the library.

The guide is divided into six sections:
- **Job Seeker Events**: Library events to help you explore careers, build skills, and find a job.
- **Coping**: Coping with unemployment, financial and health care issues while out of work.
- **Job Search**: Where to look for jobs: international, national, regional, local, and specialized resources.
- **Careers, Education, Training**: Exploring career opportunities, education and training to prepare and improve.
- **Research Employers**: Find potential employers that may be hiring in your field and find information to prepare for job interviews and make your job decisions.
- **Résumés, Interviews, etc.**: Interviewing, Resumes, Cover Letters, Exams, Dress for Success, etc.