



# Utilizing Your Local Library's Resources in Your Job Search

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# Overview

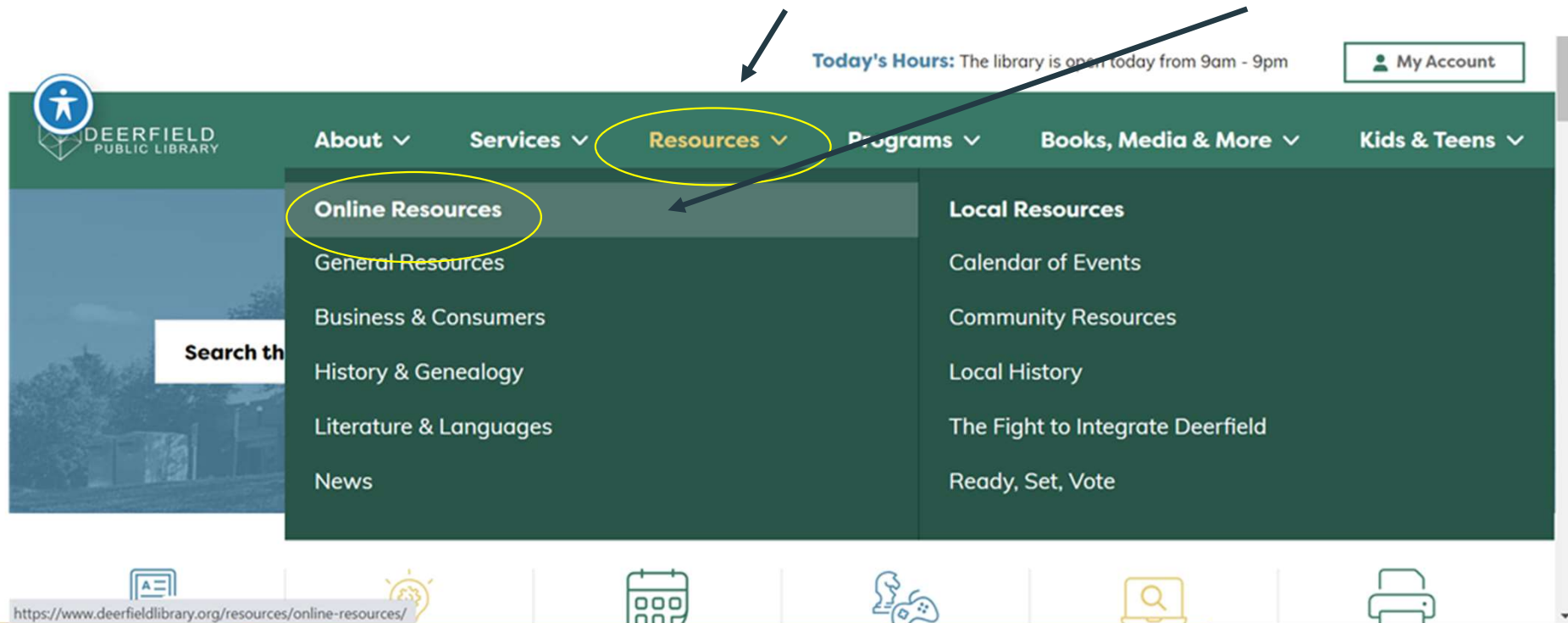
- Accessing Resources from Home
- A to Z Database
- Gale Courses
- NEW: Peterson's Test and Career Prep
- Books in the Collection
- One on One with a Librarian
- Surrounding Libraries

The background features a gold-to-white gradient. In the top-left corner, there are three dark blue diagonal lines. In the bottom-right corner, there are three gold diagonal lines.

# Accessing Resources from Home

# STEP 1:

Visit "[deerfieldlibrary.org](https://deerfieldlibrary.org)" + Hover over "Resources," then Click "Online Resources"



## STEP 2:

Scroll Down until you see the section entitled “Job Search and Careers” + those are our online resources!

### Job Search & Careers ▾

#### AtoZdatabases

1)

AtoZdatabases is the premier reference and mailing list database, including 30 million business and executive profiles and 220 million residents. This resource is ideal for sales leads, mailing lists, market research, employment opportunities, finding friends and relatives, and much more!



Remote Access



2)

#### Gale Courses

A new resource for Deerfield patrons that has over 300 six-week, online, instructor-led courses on a wide variety of subjects, from software to nutrition, project management to ESL grammar.



#### Please Note:

To access these resources at home, you will need an active Deerfield Public Library card!

#### Please visit:

<https://www.deerfieldlibrary.org/about/get-a-library-card/>

To get a DPL Library Card if you're a resident.



# Online Resource #1: A to Z Database

# Overview of A to Z Database

- Ability to look up basic information about businesses and residents.
- Find Employment Opportunities
- Learn Job Tips

# ACCESSING A to Z DATABASE

Hit “Remote Access” and enter your Deerfield Library barcode number

Job Search & Careers ▾

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# A to Z DATABASE



**AtoZ**  
databases

- Job Search  
- Business/People Profiles  
- Mailing Lists & Sales Leads  
powered by  
ReferenceGuru.org

NEW Saved Searches Account | Log Off


Data Quality | Intro Videos | FAQ | About | Reference Desk | Contact

En Español

Help

**Ultimate...Free...Search Tool for:**

- Find a Business - 15 Million Businesses
- Find a Job - Over 7 Million High Paying Jobs
- Mailing Lists & Sales Leads
- Find a Person - Over 240 Million People
- Find an Executive
- Live Chat with an Expert



Live training webinars.  
Held 6 times each week.

[Register](#)

Home

**Find a Business or Executive**

Business Name

☒ Contains ☐ Exact ☐ Fuzzy

☐ Headquarters

City

State

All

[Advanced Search](#)

[Search](#)

**Find a Job**

**Career Resources**


Title, Keywords or Business Name

Search by Popular Categories

City, State or ZIP Code

Full-time, Part-time or Internship

All

 - Cover Letters and Resumes

[Advanced Search](#)

[Search](#)

**Find a Person**

**Search by Phone**

First Name

Last Name

☒ Both ☐ Executives ☐ Residents

City


State

All

[Advanced Search](#)

[Search](#)


COVID-19 Testing Information




DEERFIELD  
PUBLIC LIBRARY

CHAT NOW

Mailing Lists, Sales Leads, Emails | Advanced Searching



30 Million Businesses & Executives



240 Million Residents

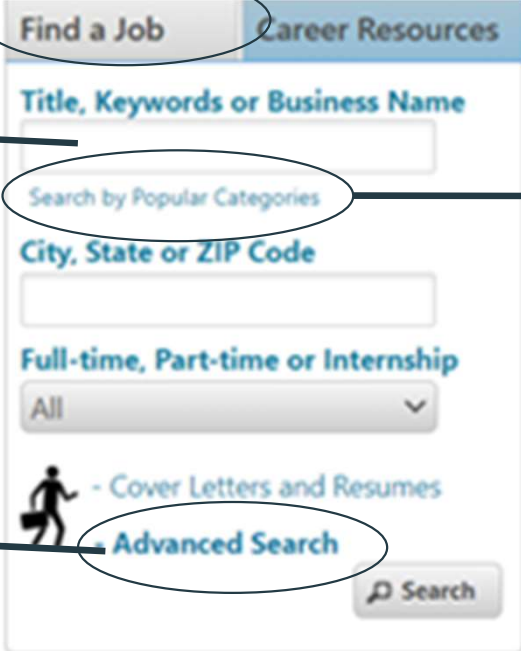
Click here to ask AtoZ!

# A to Z DATABASE -How to Search for a Job

You can use this section to search for a specific job / type of job / business

Make sure you are on "Find a Job"

Narrow your search by clicking here.



The screenshot shows a search interface with the following elements:

- Find a Job** and **Career Resources** tabs at the top.
- A search bar labeled **Title, Keywords or Business Name**.
- A link labeled **Search by Popular Categories** below the search bar.
- A search bar labeled **City, State or ZIP Code**.
- A dropdown menu for **Full-time, Part-time or Internship** with **All** selected.
- A link labeled **Advanced Search** with a magnifying glass icon.
- A **Search** button at the bottom right.

Annotations with arrows point to the **Find a Job** tab, the **Search by Popular Categories** link, and the **Advanced Search** link.

Select a Category below


Accounting/Finance	Law Enforcement/Security
Administrative	Legal
Arts/Entertainment/Publishing	Manufacturing/Mechanical
Banking/Loans	Marketing/Advertising/PR
Computer/Internet	Non-Profit/Volunteering
Construction/Facilities	Pharmaceutical/Bio-tech
Customer Service	Real Estate
Education/Training	Restaurant/Food Service
Engineering/Architecture	Retail
Government/Military	Sales
Healthcare	Telecommunications
Hospitality/Travel	Transportation/Logistics
Human Resources	Upper Management/Consulting
Insurance	

Close

You can also select from a category

# A to Z DATABASE

Results for "Computer OR Internet" near Deerfield, IL



- Job Search
- Business/People Profiles
- Mailing Lists & Sales Leads

ReferenceGuru.org

[Data Quality](#) [Intro Videos](#) [FAQ](#) [About](#) [Reference Desk](#) [Contact](#) [En Español](#)

[Home](#) [Find a Job > Search](#) [Results](#)

[NEW Saved Searches Account](#) | [Log Off](#)

[Help](#)

**21,520 Results** [Revise Search](#) [New Search](#)

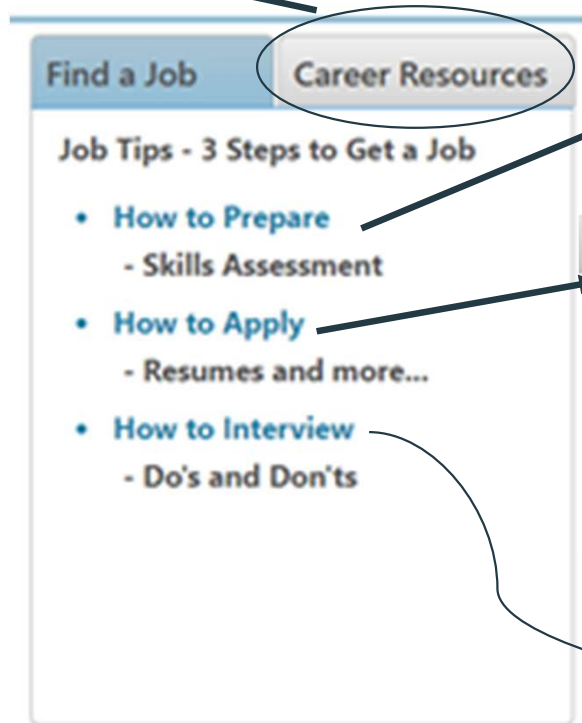
1 Page 1 of 861 [Email](#)

<input type="checkbox"/>	Job Title	Business Name	City, State	Date Posted	View All Jobs
<input type="checkbox"/>	ADMINISTRATIVE ASSISTANT	F.E. Moran Group of Companies	Northbrook, IL	Thu, 21 Sep 2023	<a href="#">View all F.E. Moran Group of Companies jobs</a>
<input type="checkbox"/>	Part-time Retail Sales Associate	Office Depot	Deerfield, IL	Thu, 21 Sep 2023	<a href="#">View all Office Depot jobs</a>
<input type="checkbox"/>	Warehouse Scheduling Clerk	Capstone Logistics LLC	Des Plaines, IL	Thu, 21 Sep 2023	<a href="#">View all Capstone Logistics LLC jobs</a>
<input type="checkbox"/>	Retail Service Advisor	Office Depot	Deerfield, IL	Thu, 21 Sep 2023	<a href="#">View all Office Depot jobs</a>
<input type="checkbox"/>	Warehouse Material Handler... Opportunity for either Full or Part Time	BBI	Bensenville, IL	Thu, 21 Sep 2023	<a href="#">View all BBI jobs</a>
<input type="checkbox"/>	Equipment Rental Specialist	Sunbelt Rentals	Mount Prospect, IL	Thu, 21 Sep 2023	<a href="#">View all Sunbelt Rentals jobs</a>
<input type="checkbox"/>	Retail Key Holder Part-Time	Office Depot	Deerfield, IL	Thu, 21 Sep 2023	<a href="#">View all Office Depot jobs</a>
<input type="checkbox"/>	The North Face- Sales Associate	The North Face	Skokie, IL	Thu, 21 Sep 2023	<a href="#">View all The North Face jobs</a>
<input type="checkbox"/>	Bi-lingual Member Support Call Center Representative (french)	Midtown Athletic Club	Chicago, IL	Thu, 21 Sep 2023	<a href="#">View all Midtown Athletic Club jobs</a>

Click here to ask

# A to Z DATABASE - More Career Resources

Make sure you click on "Career Resources"



## Do Your Homework

### How to Prepare

#### Know your Strengths and Weaknesses

- 4 keys to knowing your strengths and weaknesses
- 3 is the magic number - how to summarize your skill set

#### Find the right company to work for

- Use AtoZdatabases to answer these 8 questions and find a job at the right company
- 4 ways to use AtoZ's Find a Job Database to beat the competition

## Apply For The Job

### How to Apply

#### Writing a Résumé

- The 2 Keywords Employers look for on your Résumé
- Résumés and Cover Letters: Templates and Examples

#### Connecting with Potential Employers

- 3 KEYS to Using AtoZdatabases to connect with hiring managers

## Ace The Interview

### How to Interview

#### Preparing for an interview

- 4 Tough Interview Questions
- 10 Questions Every Employee Should Ask their Employer
- VIDEO : [How to Interview](#)
- VIDEO : [How NOT to Interview](#)

#### Follow-up after the interview

- Interview Thank You Letter Template and Example
- 3 Post-interview Scenarios and how to handle them

# Helpful Videos on A to Z

- 1) “How to do a job search” <https://vimeo.com/108949063>
- 2) “How Not To Interview” <https://vimeo.com/176384922>
- 3) “How To Interview” <https://vimeo.com/176474353>

This can all be accessed by this link: <https://www.atozdatabases.com/introvideos>



# Online Resource #2: Gale Courses

# Overview of Gale Courses

- Over 300 Courses spanning a 6 week time frame.
- Topics range from learning a new language, accounting & finance, technology and more.
- Geared to help you learn new skills that employers are looking for in potential hires.

# ACCESSING GALE COURSES

## Job Search & Careers ▾

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### Remote Access



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# GALE COURSES-Home Page

These are the categories of courses. Once you click on a topic, you can browse more specific courses.

The screenshot shows the Gale Courses Home Page. At the top is a navigation bar with links: Home, My Classroom, About Us, Help, and a Sign in button. Below this is the Deerfield Public Library logo and the Gale Courses logo. A search bar is present with the text "Search for Courses: Enter Search Here". On the left, a "Browse Catalog" dropdown menu is open, showing a list of categories: Accounting and Finance, Business, Computer Applications, Design and Composition, Healthcare and Medical, Language and Arts, Law and Legal, Personal Development, Teaching and Education, Technology, and Writing and Publishing. An arrow points from the text on the left to this menu. In the center, there is a featured course "Speed Spanish" with a description and a "View More Courses" button. Below this, a "Welcome to Gale Courses!" section explains that courses are available at no cost to library card holders. A "How to Enroll:" section follows, with a numbered list: "1. Find courses by browsing through the categories on the left of your screen or by using the search bar above. Click 'Enroll Now' next to the course of your choice." An arrow points from this section to the right. The bottom of the page has a horizontal line.

Home My Classroom About Us Help Sign in

DEERFIELD PUBLIC LIBRARY

GALE COURSES

Home View Catalog Search for Courses: Enter Search Here

Browse Catalog

- Featured Popular New
- Accounting and Finance
- Business
- Computer Applications
- Design and Composition
- Healthcare and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time. Learn More>>

View More Courses

NEW POPULAR

ESPAÑOL

Welcome to Gale Courses!

Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As a library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new sessions begin every month.

How to Enroll:

1. Find courses by browsing through the categories on the left of your screen or by using the search bar above. Click "Enroll Now" next to the course of your choice.

Read this section on how to learn to sign up for courses under your account. All you need is your email and your library barcode #.

# Things to keep in mind about Gale Courses

- 1) There are specific start dates for these courses, that you can choose when to start.
  - a) I.e. I'm taking a sign language course, and my start dates could be: Oct. 18th, Nov. 15, Dec. 13, or Jan 17.
- 2) Each course have 12 lessons, and each lesson is released at different times throughout the course. And the lessons are asynchronous (meaning you can take the lessons at your own pace).
  - a) I.e. I chose Oct. 18th as my start date. My course has 12 lessons, and only 2 lessons will be released per week.
- 3) There is an instructor behind each of these courses in case you have questions.
- 4) No penalty for not completing courses!



# Online Resource #3: Peterson's Test and Career Prep

# Peterson's Test and Career Prep

- This is a brand new resource we added to our collection at the beginning of 2024.

- This site allows you to search for thousands of college and graduate schools, identify scholarships, take practice vocational/standardized tests, create resumes, and explore careers.

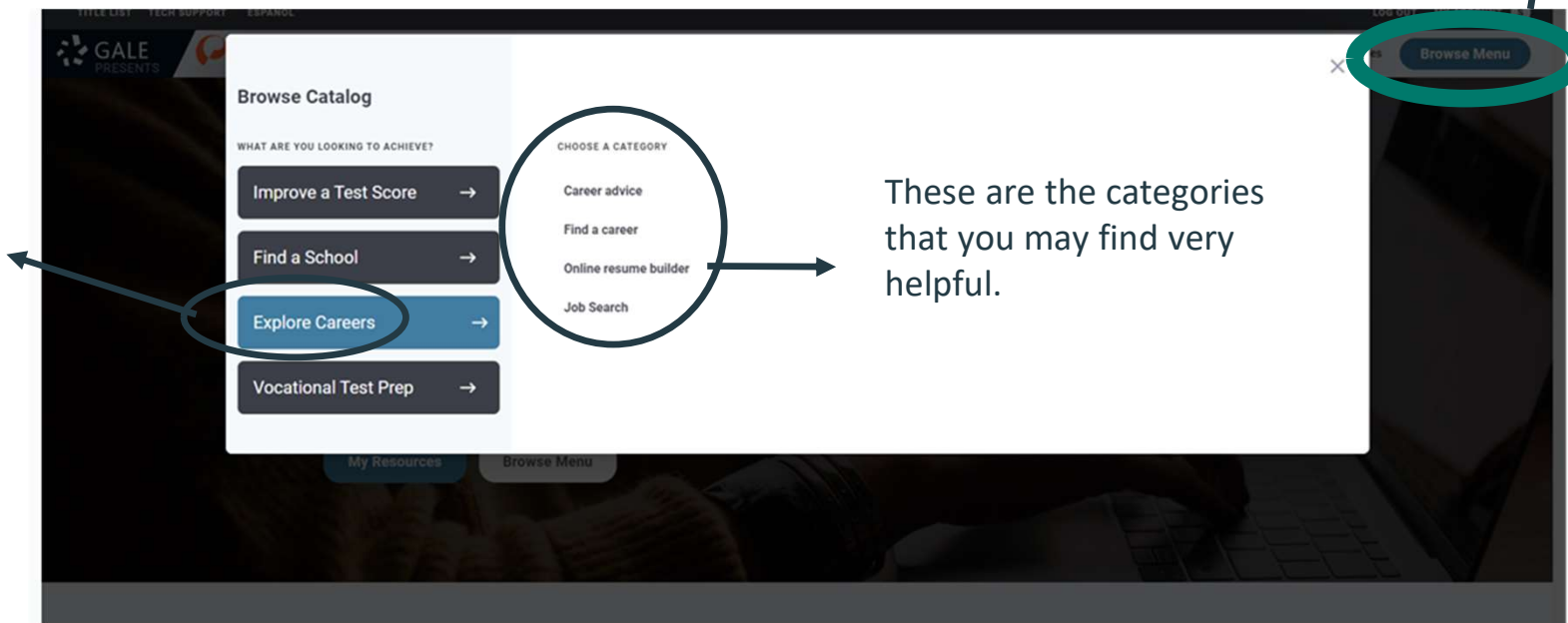
- You'll need to sign up for an account to fully access.

\*\*\*Please Note: there is a LOT this resource can help you with. I'll only be covering a small portion, but it is worth exploring on your own.\*\*\*

# Peterson's Test and Career Prep

First start  
by hitting  
"Browse  
Menu"

Then, you  
hit "Explore  
Careers"



These are the categories  
that you may find very  
helpful.



# Books in the Collection

# Books in the Collection

- Dewey Decimal Number: **650!** (a lot of our job hunting books are here)
- You could also search our physical and digital collection on our website. Try using key terms such as: “Job Hunting,” or “Resume Writing” or more!
- Our reference librarians could help find the right title for you



# Scheduling a One on One



# One on Ones

- A One on One is personalized time between yourself and a librarian to provide specific help on a range of topics.
- You can schedule a one on one with a librarian to help you with learning Microsoft Office, Google Drive, and formatting of resumes.
- To schedule an appointment, you can call the library and ask to set up an appointment.



# Surrounding Libraries Resources

# Surrounding Libraries' resources

Disclaimer: You may need a library card to a specific library. It's best to call ahead of time

Arlington Heights Public Library: <https://www.ahml.info/services/careers>

Schaumburg Public Library: <https://www.schaumburglibrary.org/services/job-seekers>

Skokie Public Library: <https://skokielibrary.info/services/job-seekers/>

Indian Trails Public Library: <https://www.indiantrailslibrary.org/business-career/>

Waukegan Public Library: <https://www.waukeganpl.org/resources/job-search/>