



Your  
**WORKFORCE INDIVIDUAL NEEDS**  
Our Mission

## Libraries FOR JOB SEEKERS

Need help finding a job?

Do you want to find a different job?

Would you like to improve your computer skills?

Need help preparing for a certification exam?

Do you need help building your résumé, preparing for an interview, and filling out online applications?

Do you need access to resources in the evenings and weekends?

### Visit your PUBLIC LIBRARY today!

Libraries are here to help you meet your workforce goals. A friendly librarian is waiting to assist you!

Many libraries partner with local workforce solutions boards to help bring you – our clients – the best services, programs, and resources possible.

- To find a library close to you, visit [www.txla.org/find-a-library](http://www.txla.org/find-a-library) or call your local city or county administration.
- To find your local workforce solutions board, visit [www.twc.state.tx.us/dirs/wdas/directory-offices-services.html](http://www.twc.state.tx.us/dirs/wdas/directory-offices-services.html).
- For a preview of online resources available at libraries, see the Texas State Library's TexShare program and the LearningExpress Library at [www.tsl.texas.gov/texshare](http://www.tsl.texas.gov/texshare).

A Message by the Texas Library Association



[www.txla.org](http://www.txla.org)

## How can libraries help me?

Free use of **COMPUTERS**

Free access to the **INTERNET**

Free **PROGRAMS** on

- Finding a job
- Identifying your skills & interests
- Writing a résumé and cover letter
- Preparing for an interview
- Looking for online job postings
- Filling out and submitting applications online

Free **RESOURCES** such as

- Online practice tests for the GED and certifications exams (EMS, civil service, and many others)
- Tutorials on software programs, like Microsoft products, Excel, and others
- Books, ebooks, and journals on job searching, career developments, industry practices, and just about anything you want to know

Free access to professional library staff to help **ANSWER YOUR QUESTIONS**

**REFERRALS** to other agencies that can support you through additional training, services, assistance with government resources, job searches, and access to employers