



Business & Career

Resources & Programs in the Library

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Resources

These eResources are patron exclusive:

- Cypress Resume
- EBSCOhost Databases (3)
 - Business Source Elite
 - Newspaper Source Elite
 - Regional Business News
- PressReader
- Zinio



Cypress Resume

- Cypress Resume allows you to create and save your resumes, cover letters and reference pages.
- Professional templates are given based on the position you are applying for. You can keep them as they are or edit the template to add your personal touch.
- You create an account and save all of your documents to it. You can make multiple resumes and simply title them “Resume for Receptionist” and “Resume for Accountant” so you can tell the difference!
- You have access to your resume, cover letter and reference pages as long as you have the internet.



Databases & News

- Business Source Elite (EBSCO)
 - 1,000+ full text business publications and information going back to 1985. 10,000+ company profiles from Datamonitor are also included. Updated daily.
- Newspaper Source Plus (EBSCO)
 - 860+ full-text newspapers providing 35 million+ full-text articles. 857,000+ television and radio news transcripts.
- Regional Business News (EBSCO)
 - 80+ regional business publications covering all metropolitan and rural areas within the United States.
- PressReader & Zinio
 - These sites have publications sorted by terms like “business,” “career” and “finances”
 - App available for both on mobile devices



Lynda.com

Lynda.com: Coming to PLS soon



lynda.com

New Skills. Improved skills. Now.

3D Printing



3D Modeling



Design



Photography



Developer



Web



Animation



Video



Audio + Music



Public Resources

There are plenty of free job resources:

- [Alberta Learning Information Service \(ALIS\)](#)
 - [City/county sites](#)
 - [Company sites](#)
 - [Employment Centres](#)
- [Government of Canada & Alberta Job Bank](#)
 - [Kijiji](#)
 - [LinkedIn & Social Media](#)
 - [Newspapers](#)
 - [School websites](#)



Prep...

- Get your name out there
 - Get input from others
- Learn to talk yourself up
 - Dress professional
 - Online presence
- Volunteer and internships
 - Your legal rights
- Professional development



The experts...

- Local professionals
- Recruitment agencies
- Educational institutions
- Career planning professionals
- Employment agencies
- Financial institutions



Programs

- Career & Education planning
- Critiquing resumes & cover letters
- How to write resumes & cover letters
- Info sessions
- Interview skills
- Job Fairs
- LinkedIn & social media
- Networking / Career Café



Libraries in action...

Take into consideration what other libraries are doing. You don't have to copy them but you can take some ideas and adapt them to fit your budget, staff and patrons!

Take into consideration any local programs going on to avoid repeating services.



Toronto Public Library



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[Small Business \(4\)](#)

[Author Talks & Lectures \(3\)](#)

[Volunteering \(1\)](#)

[Book Clubs & Writers Groups \(1\)](#)

[Science & Technology \(1\)](#)

[After School \(1\)](#)

Audience

[Adult \(25\)](#)

[Teen \(17\)](#)

[All Children \(3\)](#)

[School-Age Children \(3\)](#)

34 results for **career**



Sort:

Date



Emergency First Aid Training

2:00 pm - 4:00 pm on recurring dates listed below
Location: [Flemingdon Park](#)

The 16-hour Standard First Aid course provides comprehensive training covering all aspects of first aid and CPR....

Upcoming Dates:

Sat Feb 18

Sat Feb 25

Sat Mar 04



Newcomer Job Search Skills Workshops

10:00 am - 12:00 pm on recurring dates listed below
Location: [Albion](#)

Learn what Canadian employers want newcomers to know about getting a job in Canada!...

Upcoming Dates:



Edmonton Public Library

Filtered Events > 53 events [Clear filters](#)

[Clear filters](#)

DATE

Today

Tomorrow

This Weekend

Next 7 Days

From

To

LOCATIONS

By Address or Postal Code

Enter Address or Postal Cod

Within: km

OR

At or nearby

- Capilano (1)
- Castle Downs (10)
- Clareview (1)
- Enterprise Square (Downtown) (6)
- Jasper Place (1)
- Lois Hole (Callingwood) (1)
- Londonderry (2)

Saturday, February 18, 2017

1:30 pm
3:30 pm

Resume Review and Career Advising @ EPL (Alberta Works) »

Mill Woods

Careers, Money and Law / Adult

Cancelled

Wednesday, February 22, 2017

1:30 pm
3:30 pm

Resume Review and Career Advising @ EPL (Alberta Works) »

Mill Woods

Careers, Money and Law / Adult

Thursday, February 23, 2017

1:30 pm
4:00 pm

Resume Review and Career Advising @ EPL (Alberta Works) »

Castle Downs

Careers, Money and Law / Adult

6:30 pm
8:30 pm

Family Law Series »

Enterprise Square (Downtown)

Careers, Money and Law / Adult



Calgary Public Library

Advanced Resume Writing

Update your existing digital résumé, professional cover letter, and references to target specific occupations and employers. Personal information including social insurance number is required & protected under FOIP. In partnership with Alberta Works.

Audience: Adults

Building Blocks for Social Change: Human-Centered Design

Learn how design thinking can transform your business or non-profit. In partnership with Calgary+Acumen.

Audience: Adults

Building Blocks for Social Change: Storytelling for Change

You're out there changing the world but how do you communicate it? Join us to develop your skills as a storyteller. In partnership with Calgary+Acumen.

Audience: Adults

Career Basics: Interview Skills

Improve your skills by learning about different types of questions and how to answer them. In partnership with Bow Valley College.

Audience: Adults

Career Basics: Resume Development

Learn how to create a professional résumé to put your best foot forward. In partnership with Bow Valley College.

Audience: Adults

Career Cafe

Join us for a noon-hour talk on career and labour market information for job seekers, and career professionals. In partnership with the Career Development Association of Alberta and the City of Calgary Youth Employment Centre.

Audience: Adults



Halifax Public Library

25 Results for

Date Range: February 17, 2017 - December 29, 2017
Category: Business and Careers

Tuesday, February 28

African Heritage Month African-Canadian Women Doing Business in Our Community

Tuesday, February 28 | 6:30 - 8 p.m.
Central

[View Details](#)

Monday, March 6

Small Business Cafe Networking group

Monday, March 6 | 6:30 - 8:30 p.m.
Central

[View Details](#)

Tuesday, March 7

Marketing 101 with CEED

Tuesday, March 7 | Noon - 1 p.m.
Central

[View Details](#)

Promote Your Creative Business with Social Media

Tuesday, March 7 | 6:30 - 8 p.m.
Central

[View Details](#)

Thursday, March 9

Starting a Business:Plotting Your Course for Success

Thursday, March 9 | 1 - 2 p.m.
Central

[View Details](#)

Monday, March 13

Networking 101

Monday, March 13 | 6:30 - 8 p.m.
Central

[View Details](#)



Thank you!

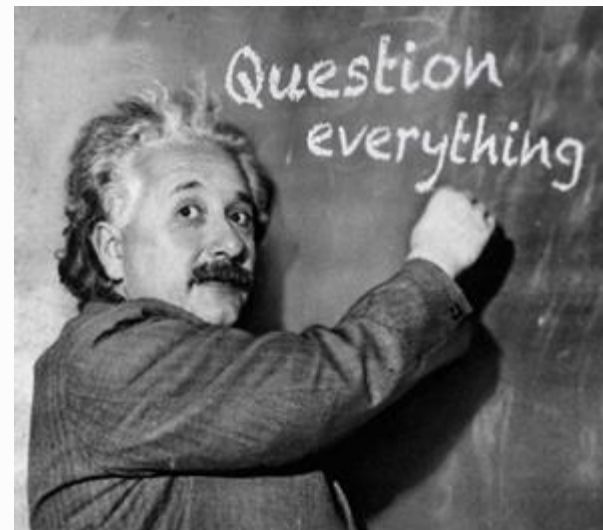
Questions?

~

Concerns?

~

Experiences?



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