



Applying For A Job Online?

Have an e-mail address before you apply online for a job.

If you don't already have an e-mail address, there are several websites that offer free e-mail.

<http://www.yahoo.com>

<http://www.mail.com>

<http://www.juno.com>

In order to apply for a job online you will need the following information:

Current and previous employers, including complete addresses, telephone numbers and names of contact persons.

The job titles you were hired under.

A description of your duties.

Beginning and ending employment dates.

Education information – names and addresses of schools, dates attended, course of study and any degrees or certificates earned.

If you are not comfortable using a computer, bring a companion with you that can help!

Our staff is only able to offer minimal assistance.

Since each website is different, you should read the FAQ or other instructions, before attempting to submit a resume.

Roseville Public Library
29777 Gratiot ♦ Roseville, MI 48066 ♦ 586-445-5407
<http://www.rosevillelibrary.org>

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Employment websites:

Michigan Talent Bank

<http://www.michworks.org/mtb/jobSearch.do>

Michigan Career and Job information

<http://www.mijob.info>

NowHiring.com

<http://www.nowhiring.com>

Catalog Information:

The Roseville Public Library has many books on a wide-range of topics related to employment, if you are not having success locating a desired title, ask the librarian on duty for assistance. Here are some examples of subject terms you may find useful:

Cover Letters

Employment Interviewing

Employment Testing

Job Hunting

Resumes

Books:

RPL has a special vocational collection behind the reference desk. If you are having difficulty locating material, the librarian on duty can offer assistance. Listed here are some examples of books you may find helpful:

- 331.128 B What Color is Your Parachute? By Richard N. Bolles
- V 650.14 L Promoting Yourself: 52 Lessons for Getting to the Top By Hal Lancaster
- V 650.14 F Your First Interview By Ron Fry
- V 650.14 F 111 Dynamite Ways to Ace Your Job Interview By Richard Fein
- V 650.14 B The Five-Minute Interview By Richard H. Beatty
- V 650.14 K Job Hunting Tips for People with Hot and Not-So-Hot Backgrounds By Ron Krannich
- V 331.702 F America's Top 101 Jobs for People without a Four-year Degree By Michael Farr
- V 650.14 Y Cover Letters That Knock 'Em Dead By Martin Yate
- V 650.14 R Resumes for the 50+ Job Hunter VGM Career Books
- V 650.14 F Your First Resume By Ron Fry

Library Database Information:

Learn a Test

Available within the library as well as remote access with your library card or drivers license. Contains test preparation material and interactive practice exams for academic, civil service, military, and professional licensing and certification exams.