

Jefferson-Madison Regional Library

JOB SEARCH HELP

This guide is designed to be a starting point when looking for resources related to job hunting. It is not an exhaustive list.

Books at the Library

Search the Library's catalog:

aries.jmrl.org

Select "Subject" from the drop-down box of search options.

Enter a term such as: Career Changes, Career Development, Cover Letters, Employment Interviewing, Job Hunting, Résumés Employment and Vocational Guidance.

Browse the Shelves

Below are shelf locations where job-hunting materials can be found:

650.14—Résumés, cover letters, and interviewing books

331.702—Occupations

Agencies to Call or Visit

Virginia Employment Commission

Workforce Center

2211 Hydraulic Road

Charlottesville, VA 22901

Phone: 434.984.7630

Mailing Address: P.O. Box 7466
Charlottesville, Virginia 22906

Website: www.vec.virginia.gov

Piedmont Workforce Network—One-Stop Centers

Greene County Job Spot

434.985.5246

Louisa Employment Center

540.967.1277

Nelson Career Resource Center

434.263.8074

Albemarle County Department of Social Services
Employment Support and Career Services

Albemarle County DSS

County Office Building-5th Street

1600 5th Street, Suite A

Charlottesville, Virginia 22902

Phone: **434.972.4010 x3617**

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Web site: www.albemarle.org

Charlottesville VIEW (The Virginia Initiative for Employment Not Welfare) offers employment-related activities, including assessment, referrals to jobs, education, training, and support services for participants in the TANF program with the goal of becoming economically self-sufficient.

Mailing Address:

Charlottesville Department of Social Services

P.O. Box 911

Charlottesville, Virginia 22902

Phone: **434.970.3400**

Website: www.charlottesville.org

Curry School of Education, University of Virginia,
Personal and Career Development Center (PCDC)

The mission of the PCDC is to provide excellent counseling and assessment services to clients while simultaneously providing the best possible training to counselors-in training.

The PCDC is located on the campus of UVA in Ruffner Hall. Contact them directly for an appointment or more information.

Phone: **434.924.0783**

Résumés and Cover Letters

Sample Résumé

jobstar.org/tools/resume/samples.php

Sample cover letters

Do you have...

- ◆ An email address? - An email address is required by almost all employers. If you don't have an email account, sign up for one using Yahoo, Gmail, or Hotmail.
- ◆ A Résumé? If you don't have your résumé as an electronic document, you can create it using Microsoft Office Word's resume wizard. This function is available on JMRL public computers.