



ONLINE RESOURCES

Our Career Information page lists many online resources, including:

Career Transitions

Career exploration tips and job search assistance.

OCIS (Ohio Career Information System)

Assessment tests, education and scholarship information and occupational profiles.

Reference USA

Directory information on 14 million employers.

Job & Career Accelerator

Step-by-step job search assistance and more than 1,000 occupation profiles.

Learning Express Library

Interactive practice tests and tutorials to help students and adult learners succeed on GED, college prep, career licensing and certification tests of all kinds.

Employers USA

Directory information for 14 million employers.

SAMPLE WORKSHOP DESCRIPTIONS

Developing a Career Action Plan

Learn how to start the career change process.

Résumé & Cover Letter Tips & Trends

Find modern styles and new approaches.

Internet Job Search

Learn about online job strategies and the hidden job market.

LinkedIn 101 for Job Seekers

Learn to use this professional networking site used by job seekers today.

Behavior-Based Interviewing

Practice answering questions popular with hiring managers today.

Online Job Applications

Fill out a sample job application and learn how to answer difficult questions.

Over 40 Job Seeker

Learn to increase your marketability in today's job market.

Cuyahoga County Public Library Career Center

Maple Heights Branch

5225 Library Lane / Maple Heights, Ohio 44137

p 216.475.2225 / toll free 800.749.5560

web <http://cuyahogalibrary.org/careerexpert.aspx>

twitter <http://twitter.com/ccrlibrarian>

Hours of Operation

Monday thru Thursday / 9:00 a.m. – 9:00 p.m.

Friday and Saturday / 9:00 a.m. – 5:30 p.m.

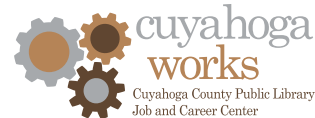
CareerCenter

at the Maple Heights Branch



Searching for a new job or career?

Our Career Center's free career counseling services can help. Our comprehensive service is on the cutting edge of meeting the needs of adults in a career transition or job search. The Career Counselors, who are licensed or certified, are available to meet with job seekers at the Maple Heights Branch and a few of our other branches. Call 216.475.2225 for other locations. We provide guidance to adults in career decision-making; advice on creating effective résumés and cover letters; job search strategies; interview preparation; and education and training. Our services include individual appointments, workshops and job clubs. Call 216.475.2225 for more information.



Find us on:  



Cuyahoga County Public Library
browsing is just the beginning

“QUOTES FROM CLIENTS”

“I lost my job in 2009 after many years with a major Fortune 500 company as a sales manager. After I paid for corporate outplacement, résumé construction and review, sending out letters and résumés, and contacting recruiters over a very long summer in 2009, I stumbled into Cuyahoga County Public Library’s Career Center and Job Clubs. What a wonderful resource for job seekers in this county! There are professional counselors available to meet with you in person, a professional job networking club and a very good website that allows you access to company information during your research regarding future employers. I met some very talented people at the Maple Heights and Beachwood branches’ Job Clubs during my job search through 2009 – 2010. They will remain friends and in my network.

“I am now employed with a Fortune 500 company, and the advice and guidance that I received through the Library’s Career Center assisted me in landing my new position.”

– **Valerie S., Cleveland Heights**

“The Career Center offers positive direction in your job search journey. The knowledgeable and caring staff will assist you with assessing what job you aspire to attain, résumé writing, interview preparation, negotiating salary – everything you need to cover in order to land your next job. A wealth of books on all career-related topics and additional websites will help you in the process”

“By attending a Job Club, you are offered more information and additional support. This support is from people taking the same journey and experiencing the same roadblocks along the path. Hearing others’ stories, you realize you are not alone.”

“The Career Center is your one stop for preparedness in your job search!”

– **Kate G., Maple Heights Job Club member**



CAREER CENTER SERVICES

Individual Appointments

Make an appointment with a career counselor for career assessments and planning, résumé and cover letter reviews, job search strategies and interview preparation. Call 216.475.2225 to schedule an appointment.

Workshops

Join a Career Center staff member for helpful workshops at various branch libraries on the most up-to-date job search strategies. Topics may include career planning, Internet job searches, résumés and cover letters, interviewing, LinkedIn and many others. Visit the Career Information Page at cuyahogalibrary.org/careerexpert.aspx or refer to a current Workshop schedule for times and locations.

Job Clubs

Attend a meeting facilitated by a Career Counselor for support and networking opportunities with job search tips.

Career Library

Review more than 4,000 materials covering career planning, occupations, job search strategies, interviewing, résumés and education.

Online Research Assistance

Check out the Career Center’s website, cuyahogalibrary.org/careerexpert.aspx, for a comprehensive list of websites and databases.

JOB CLUBS

Our Career Counselors facilitate job clubs at branches of Cuyahoga County Public Library. Join them to discuss your employment issues and network with other job seekers. Anyone who is job hunting or looking to change careers is welcome! Discussions will include practical advice on job search strategies. Call 216.475.2225 for more information as locations and times are subject to change. No registration is necessary.

Fairview Park Branch

21255 Lorain Road / 440.333.4700

every Thursday afternoon

1:30 – 3:00 p.m.

Maple Heights Branch

5225 Library Lane / 216.475.2225

every Thursday morning

9:30 – 11:00 a.m.

North Olmsted Branch

27403 Lorain Road / 440.777.6211

every Tuesday afternoon

1:30 – 3:00 p.m.