

ORGANIZATIONS

Locally, there are a variety of different services to assist the job hunter in overcoming blocks to employment. Many help prepare and assist those reentering the job force. Some give advice and help in finding childcare and other support services. Job development, training, and employability skills are offered as well.

Employment & Training

920 Bay Plaza Blvd., Suite 320, Tampa, FL 33619
(813) 744-5547

Tampa-Hillsborough Urban League Skills Bank Program

1405 Tampa Park Plaza, Tampa, FL 33605
(813) 229-8177

Corporation to Develop Communities of Tampa, Inc.

1920 E. Hillsborough Avenue, Tampa, FL 33610
(813) 232-1419

Women In Need Of Guidance & Support (WINGS)

Dale Mabry Campus - Student Services
P.O. Box 30030, Rm. 238, Tampa, FL 33630-3030
(813) 253-7234

Working Seniors Program

9215 N. Florida Avenue, Suite 108, Tampa, FL 33612
(813) 903-3352

Abilities of Florida, Inc.

4221 N. Himes, Suite 105, Tampa, FL 33607
(813) 673-4600
Assists persons with physical or mental impairments.

New Outlook - Displaced Homemaker

305 S. Hyde Park Avenue, Tampa, FL 33606
(813) 251-8437

Centre for Women, Inc.

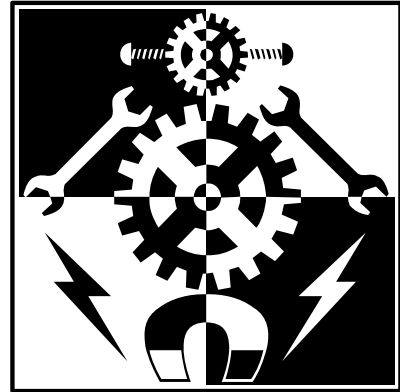
305 S. Hyde Park Avenue, Tampa, FL 33606
(813) 251-8437
Assists displaced homemakers and WAGES recipients.

Job Training Partnership Act (JTPA)

9215 N. Florida Avenue, Suite 108, Tampa, FL 33612
(813) 930-7675
Must meet low-income guidelines.

Resource Guide...

The Job Hunt Made Easy



For More Information, Call:
(813) 273-3652

Or Visit Us on the Web!
hcplc.org



HILLSBOROUGH COUNTY
Board of County Commissioners

Jobhunt.doc (9/02)



The Job Hunt Made Easy

READING

R650.14 Bolles, Richard Nelson, *What Color Is Your Parachute?: A Practical Manual for Job-Hunters & Career-Changers*, Ten Speed Press, 2002.

A classic that has held up over 30 years and has helped millions of job seekers.

650.14 Eisenberg, Ronni, *Organize Your Job Search: Simple Solutions for Finding the Job You Want*, Hyperion, 2000.

From finding selling points to selecting the right attire, Eisenberg covers the job search from "Dreaming Big" to making a great impression on your first days on the new job.

650.14 Graber, Steven, *The Everything Get-A-Job Book: From Resume Writing, to Interviewing, to Finding Tons of Job Openings*, Adams Media, 2000.

The title says it all!

650.14 Hirsch, Arlene S., *Interviewing*, National Business Employment Weekly, John Wiley & Sons, 1999.

Learn how to sell *you*, answer difficult questions and propose an advantageous compensation package.

650.14 Ireland, Susan, *The Complete Idiot's Guide to the Perfect Resume*, Alpha Books, 2000.

More than just a resume book, Ireland gives tips and hints about strategy and the ultimate selling point – YOU!

153.94 Janda, Louis H., *Career Tests: 25 Revealing Self-Tests to Help You Find and Succeed at the Perfect Career*, Adams Media Corp., 1999.

Evaluate personality and then match interests and abilities to the right job.

331.702 Farr, J. Michael, *The Best Jobs for the 21st Century*, Impact Publ., 2001.

More than 340 jobs in the fastest growing industries and lists of the best jobs in 16 specialized target groups.

650.14 Yate, Martin John, *Knock 'em Dead 2002*, Adams Media Corp., c2002.

Yate's gives competitive tips for getting an edge in the job market.

650.14 Messmer, Max, *Job Hunting for Dummies*, IDG Books Worldwide, 1999.

Simple and comprehensive look at job seeking that includes tips on using the Internet.

R331.702 *Occupational Outlook Handbook*, U.S. G.P.O., Annual.

Researches career paths for salary, marketplace needs, education and other factors.

650.1408 Ryan, Daniel J., *Job Search Handbook for People with Disabilities*, Jist Pub., 2000.

A comprehensive work from a seasoned career counselor that also includes negotiating for special accommodations, defining discrimination and how to reveal disability to a prospective employer.

USING THE INFORMATION GATEWAY TO FIND A JOB

The "Careers & Employment" page on the **Library's Information Gateway** provides access to premium subscription databases and other useful Web links pre-selected by library staff to help your with your job search. The **Information Gateway** is available in the library or on our Web page at hclplc.org. Ask a librarian for assistance.

INTERNET RESOURCES

LOCAL JOBS

- **Tampa Tribune**
<http://classified.tampatrib.com/>
- **St. Petersburg Times**
<http://www.tampabay.com/jobs/>

See also selected links section on the "Careers & Employment" page on the Library's Information Gateway.

CAREER INFORMATION

- **Cool Works**—seasonal & fun jobs.
<http://www.coolworks.com>
- **What Color is Your Parachute?**—job tests and more.
<http://www.jobhuntersbible.com>
- **Search for Career Post Sites by Major**
<http://www.uww.edu/stdrscs/career/jobsearc/d12.htm>