

# THE SUDBURY STAR

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## Have you recently lost your job?

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The following are some of the resources available at the Greater Sudbury Public Library to help you plan your future.

From the library website [www.sudbury.library.on.ca](http://www.sudbury.library.on.ca) you can access databases such as:

\* Career Cruising will help you find careers that are suited to your interests. It explains what these careers entail and what education/training is needed for these;

\* Learning Express provides interactive, online practice tests and tutorial course series designed to help students and adult learners succeed on the academic or licensing tests they must pass. It includes immediate scoring, complete answer explanations and an individualized analysis of results.

There are also a variety of books to help you with your resume and interviews.

*Job Hunting After 50: Strategies for Success*, by Samuel N. Ray, emphasizes the older worker's most important asset is experience. Ray advises how to cope emotionally with job loss; how to choose new careers; how to investigate the job; how to improve one's image; how to interview and how to put together an appropriate resume.

*Getting Back to Work: The Ultimate Jobseeker's Guide for Canadians Over 45*, by Dianne Twombly, shows you how to develop a plan of action that will not only help you cope during this troubling period, but also show you how to land a job. Packed with expert advice that takes you through all the steps from making the initial contact to closing the deal, this specially priced guide is must reading for the mature jobseeker.

*Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job*, by Tony Beshara, gives job seekers candid advice for answering even the most unexpected questions.

*100+ Winning Answers to the Toughest Interview Questions*, by Casey Fitts Hawley, begins by giving job interviewees this valuable piece of advice: The perfect answer is Triple-A rated. It is Authentic, Automatic, and Accurate.

*The Virtual Job Interview (DVD)*, interview preparation with simulated interview and interactive questions, also includes tips on interviewing attire and handling illegal questions.

*How to Write Better Resumes and Cover Letters*, by Pat Criscito, presents a virtually fail-safe 12-step process for producing that perfect resume in all formats needed for a job search. Also important is the cover letter that accompanies it.

*Cover Letter Magic: Trade Secrets of*

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Public Library, can be reached at 673-1155, ext. 210, or at

*Professional Resume Writers*, by Wendy S. Enelow has simple, step-by-step techniques to make your cover letter stand out from the competition. Create attractive and relevant cover letters for paper, e-mail and computerized scanning. Learn "The 10 Types of Cover Letters" and determine which will work best for you.

*The Quick Resume & Cover Letter Book: Write and Use an Effective Resume in Only One Day*, by Michael J. Farr, is easy-to-use style, which shows how to quickly create a good, basic resume.

*Best Canadian Resumes*, by Sharon Graham, provides more than 100 sample resumes and cover letters. Each sample has been carefully crafted by a professional resume writer.

*Resumes for Mid-Career Job Changes*, with sample cover letters, is a resource packed with expert advice on crafting a concise, stylish resume that will instantly get you noticed. With this go-to guide you'll get access to nearly 100 sample resumes and cover letters; organize and draft your resume with the aid of helpful worksheets;

discover the common elements in the most popular resume formats; learn to use vivid, active verbs in your resume and find out how to lay out and submit resumes electronically.

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