

**We have more than just  
books...**

**NOTARY PUBLIC**

**NEWSPAPERS**

**FREE WI-FI AND PUBLIC  
ACCESS COMPUTERS**

**HELP WITH EMAIL  
ACCOUNT SET-UP**

**REFERENCE LIBRARIANS**

**COMPUTER CLASSES**

**STUDY ROOMS**

**FAX MACHINE**

**COPIER/SCANNER**



**Please feel free to contact the  
Reference staff if you have  
any questions!**

**CUMBERLAND PUBLIC LIBRARY**

**1464 Diamond Hill Road  
Cumberland, RI 02864**

**401-333-2552 x2**  
[reference@cumberlandlibrary.org](mailto:reference@cumberlandlibrary.org)

**Hours:**  
**MONDAY-**  
**THURSDAY 9-8**  
**FRIDAY 9-5**  
**SATURDAY 9-5 (9-1**  
**IN JULY & AUG)**  
**SUNDAY 1-4 (OCT-**  
**MAY)**

**Updated December 2014**

**Cumberland  
Public Library**

**Looking for a Job?**  
**Resources for  
Jobs & Careers**



**A guide to locating information on:**

- \* Job searching
- \* Acquiring technology skills
- \* Networking
- \* Interview preparation
- \* Public Speaking Skills

## START YOUR JOB SEARCH @ THE LIBRARY

A librarian can help you find these books. Books are located by the Dewey Decimal Number.

### Job Search

*Cool Careers For Dummies* / **331.7 NEM**

*What Color is Your Parachute?*  
**650.14 BOL**

*The Re-Examined Life: What is Possible After Job Loss?* / **650.14 VAN**

*Knock 'Em Dead: The Ultimate Job Search Guide* / **650.14 YAT**

*Back on the Career Track: a Guide for Stay-at-Home Moms Who Want to Return to Work* / **650.14 COH**

*Encyclopedia of Careers and Vocational Guidance* / **331.7 ENC**

*150 Great Tech Prep Careers* / **331.7 ONE**

*The Top 100 Fastest Growing Careers for the 21st Century* / **331.7 TOP**

For online resources and  
job search links visit:

[www.cumberlandlibrary.org/  
job-career-resources](http://www.cumberlandlibrary.org/job-career-resources)

### Networking

*Networking for People Who Hate Networking* / **650.13 ZAC**

*Make Your Contacts Count* / **650.13 BAB**

### Public Speaking Skills

Join Toastmasters where you can practice your public speaking skills in a supportive environment. There are over 13,000 clubs around the globe and one meets here at the library.

Toastmaster Meeting Dates:  
2nd & 4th Saturdays of the month  
9:30 to 11:30 AM  
Contact: [raula.martinez@gmail.com](mailto:raula.martinez@gmail.com)

*Public Speaking and Presentations Demystified* / **808.5 TEM**

*Present Like a Pro: The Field Guide to Mastering the Art of Business, Professional and Public Speaking* / **808.51 MAX**

### Social Media & Job Searching

*Sam's Teach Yourself LinkedIn in 10 Minutes* / **650.13 RUT**

*I'm on LinkedIn Now What?* / **650.14 ALB**

*LinkedIn for Dummies* / **650.14 ELA**

*Job Searching with Social Media for Dummies* / **650.14 WAL**

*Guerrilla Marketing for Job Hunters 3.0* / **650.14 LEV**

*Branding Yourself: Using Social Media to Invent or Reinvent Yourself* / **650.13 DEC**

### Computer Classes

**The Library** offers computer classes on the Microsoft Office Suite—Word, PowerPoint, Publisher, Access & Excel. To sign up for a class call the Reference Desk: 401-333-2552 X2.

The library has many books to help you learn how to use computers and Microsoft Office software.

**NetworkRI** has local centers in Woonsocket and Providence. They offer computer classes, resume help, interview skills, job fairs and recruitment.

### Interviewing

*101 Smart Questions to Ask on Your Interview* / **650.14 FRY**

*Job Interviews That Get You Hired* / **650.144 JOB**

*Job Interviews for Dummies* / **650.144 KEN**

*The Essential Phone Interview Handbook* / **650.14 BAI**

*Acing the Interview* / **650.14 BES**

### Learning Express Database

With a valid library card you can access free eBooks or take quick online courses about job searching, networking, resumes, cover letters, interviewing and much more.

[http://www.askri.org/learningexpress/  
l1-intro-splash.html](http://www.askri.org/learningexpress/l1-intro-splash.html)