

The Center carries a variety of job search publications which are available to you at no cost.

These publication topics include resume, job search tips, how to interview, financial literacy and more.

Selected publications are available in Spanish.

Just inquire at our front desk the next time you visit our Center or call 703-777-0150 and speak to Center staff.

1. Financial Literacy

Choose any materials from the offerings below.

1. Financial Literacy Inventory - This publication helps you determine how much you know about basic money management. *(foldable financial literacy quiz)*
2. Quick Financial Literacy Guide - Five steps to gain control over your financial future. *(8.5" x 5.5" book)*

2. Job Interview Resources

Choose any materials from the offerings below.

1. Enthusiasm, the Key to a Great Interview - Learn about why an enthusiastic employee is sought after by employers. *(tri-fold brochure)*
2. How to Dress for a Job Interview - 22 tips to help you look sharp and make a great impression. *(tri-fold brochure)*
3. Interview Skills - Keeping tabs on getting your next job. *(small flip pocket guide)*
4. Winning an Employer Over – How you can stand out in a crowd. *(15 page 8.5" x 5.5" booklet)*

3. Job Search Resources

Choose any materials from the offerings below.

1. 12 Tips for Job Search Success - Includes advice and tips on the needed steps to take in finding your next job. *(7 page 8.5" x 5.5" booklet)*
2. 6 Steps to Get the Job You Want - A simple and easy job search planning guide. *(tri-fold brochure)*
3. Finding a New Job - This handbook can help you get organized after a job loss. *(31 page 8.5" x 11" workbook)*
4. Now Hiring: Apply Yourself - Learn 8 ways to find a new job and how to fill out a perfect job application. *(24 page 8" x 5" booklet)*
5. Staffing Agency Link List - A listing of local staffing agencies website links for job seekers. *(will email due to links)*
6. The Quick Job Finding Pocket Guide - 10 basic steps to landing, keeping and changing jobs. *(small pocket guide)*
7. Planning Your Job Search – Making the most of your time. *(15 page 8.5" x 5.5" booklet)*

4. Other Job Resources

Choose any materials from the offerings below.

1. How to Get Along with Your Boss - Learn the essentials of how to work with different styles of management. *(15 page 8.5" x 5.5" booklet)*
2. Coping with Unemployment – What to do when you're out of work. *(15 page 8.5" x 5.5" booklet)*
3. Sizing Up a Job Offer - How to decide if the job offer is the perfect fit for you. *(tri-fold brochure)*
4. Surviving a Layoff - A guide for a smooth re-entry into the workforce. *(48 page 8.5" x 11" workbook)*
5. Changing Careers – Selling yourself by selling your skills. *(15 page 8.5" x 5.5" booklet)*
6. How to Choose a Career – A guide to self-assessment. *(15 page 8.5" x 5.5" booklet)*
7. English Classes in Loudoun County *(list of organizations that provide ELL classes)*

5. Resume Resources

Choose any materials from the offerings below.

1. How to Write a Better Cover Letter - The secrets to writing cover letters that hiring managers want to see. *(tri-fold brochure)*
2. Resume Worksheet - A step by step guide to creating your resume. *(blank worksheet to collect resume info)*

6. Spanish Language Publications and Resources/Publicaciones en Español

Choose any materials from the offerings below/Escoja todo los folletos que quiere de la lista siguiente.

1. 12 Consejos para Tener Exito a Buscar Empleo *(Folleto de 7 páginas de 8.5" x 5.5")*
2. Destrezas para Entrevistas *(guía de bolsillo abatible pequeña)*
3. Clases de inglés en el condado de Loudoun *(lista de organizaciones que ofrecen clases de ELL)*
4. Manual de Búsqueda de Empleo *(31 page 8.5" x 11" workbook)*