

## CLASSES

### GED PREPARATION

Improve your skills.

A high school diploma is a prerequisite for most jobs and training programs.

Classes for all skill levels in:

- Reading
- Writing
- Math



### ESL

- Improve your English
- Interview and apply with confidence

### DIGITAL LITERACY

We offer a variety of classes in:

- Internet basics
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- E-mail
- Online Storage

## GET STARTED

Come to the **Plainfield Public Library's Computer Lab** for more information on these services and to get started!

Please consult the Lab calendar for times, available at:

[www.plfdpl.info](http://www.plfdpl.info)

Or contact us at:

908.757.1111 ext.112

[Joblab@plfdpl.info](mailto:Joblab@plfdpl.info)

Plainfield Public Library

800 Park Avenue

Plainfield, NJ 07060

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## FREE JOB SEARCH ASSISTANCE

**Finding a job?  
Changing careers?**



**We're Here to Help  
You**

**In your Job Hunt**

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library

## COMPUTER LAB RESOURCES

### HELP WITH APPLICATIONS

The Job Search Assistance Lab staff are more than happy to get you started and to refer you to the help you need. Just ask—that's what the Computer Lab is for!

See the Lab Calendar for times

### ROSETTA STONE

Learn a second language and double your employability. Rosetta Stone is a state-of-the-art language learning resource that can help you break through the language barrier.



### TUTOR.COM

Connect to live online help in a variety of subjects. Chat one-to-one with your own tutor over the internet.



**Get your resumes and essays reviewed!**

To access these databases, go to <http://www.plainfieldlibrary.info/Research/Databases.html>

### LYNDA.COM

Learn software, creative, and business skills to achieve your personal and professional goals.



### NEW JERSEY CAREER CONNECTIONS

The Department of Labor's One-Stop website for Job Search Assistance. Get personalized resources and support for your unique life situation. New Jersey Career Connections offers a wide variety of services.

[careerconnections.nj.gov](http://careerconnections.nj.gov)



### JOB & CAREER ACCELERATOR

Create professional and effective resumes and cover letters, master interviewing and networking techniques, improve your work skills, and prepare for occupation-related exams.

## One-Stop Follow – Up

### One-Stop Career Center

New Jersey's One-Stop Career Centers provide a multitude of services for all job seekers, including special programs for:

- Vocational Rehab
- Over 55
- Displaced Homemakers
- Veterans
- Youths
- Ex-Offenders

### Jersey Job Club

The Jersey Job Club gives you the tools and support you need to find a job.

Develop new skills and improve on skills you already have. There are 23 Jersey Job Clubs throughout New Jersey.

To find a good job in challenging times, successful jobseekers look for opportunities to get an edge. The Jersey Job Club is such an opportunity – and the sooner you start, the sooner you'll get results.

