



CAREER JUMPSTART

JOB RESOURCE BOOKLET
poplarbluff.org/jobhunters



Main Branch

Mon-Thu: 9 am - 7 pm

Fri: 10 am - 5 pm

Sat: 11 am - 3 pm

Sun*: 1 pm - 5 pm

*Closed Sundays in Summer.

Ridgel Branch

Mon-Thu: 9 am - 7 pm

Friday: 10 am - 5 pm

Ridgel Lockers

Daily 6 am - 10 pm

JOB RESOURCE BOOKLET

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RESUME REVIEW

RESUME CREATION



brainfuse
JobNow™

Live Career Assistance and So Much More

LIVE ONLINE RESUME HELP GET FREE EXPERT HELP

poplarbluff.org/jobnow



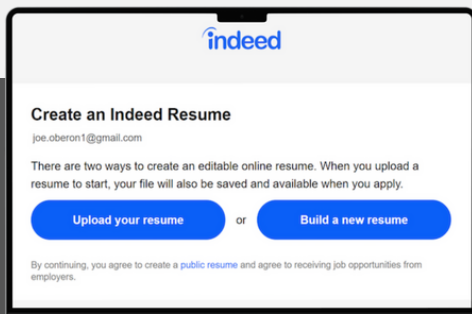
- Let an HR Expert help you build and improve your resume
- Ask an expert your questions about resumes
- Receive tips for improving your resume and advice on matching your skills and prior work experience with current job openings

**CHECK OUT
A TUTORIAL**



From 2-11 pm Daily
Login with your library card.

HOW-TO UPLOAD CUSTOM RESUME TO INDEED



INTERVIEW COACHING

LIVE ONLINE
JOB COACHING



brainfuse
JobNowTM
Live Career Assistance and So Much More

GET FREE EXPERT HELP

- Useful tips for interview success
- Learn how to answer the most dreaded interview questions
- Practice your interview skills live with an HR expert
- Develop a list of questions to ask a potential employer

poplarbluff.org/jobnow



From 2–11 pm Daily
Login with your library card.

CHECK OUT
A TUTORIAL



ZOOM-READY MEETING SPACES



poplarbluff.org/meet

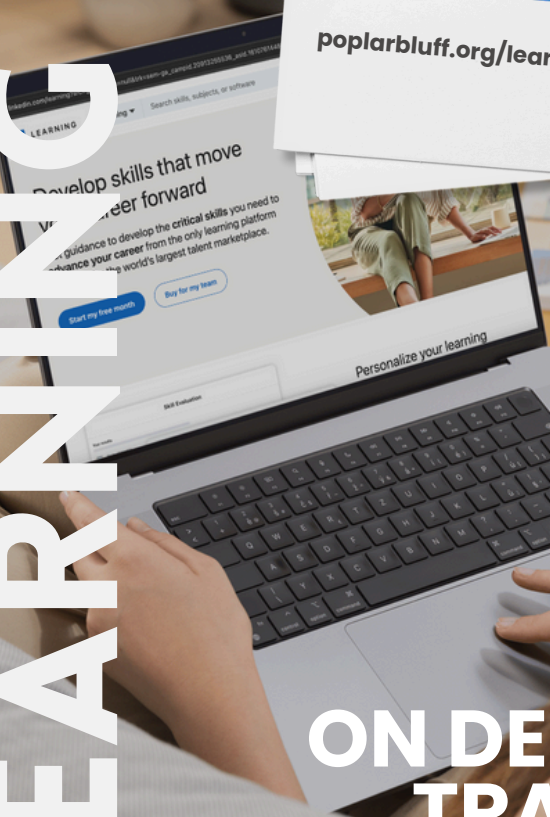


The library offers meeting spaces at both library locations that can accommodate small groups. Each space features a public computer with a 55" monitor, Wi-Fi, a whiteboard, device charging, and is equipped with a camera and sound system for online meetings. Book a space online or simply drop in to use one!

ONLINE LEARNING



LinkedIn Learning
poplarbluff.org/learn SCAN ME



ON DEMAND TRAINING with your library card

Take online courses and find on-demand training free with your library card.

Learn on your own time. Choose from over 16,000 courses to learn in-demand skills taught by real-world industry experts.

Earn certifications in the IT field from Amazon, Microsoft, Adobe, COMPTia and more.

Bridge the gap between the career you want and the skills you need!

LinkedIn Learning

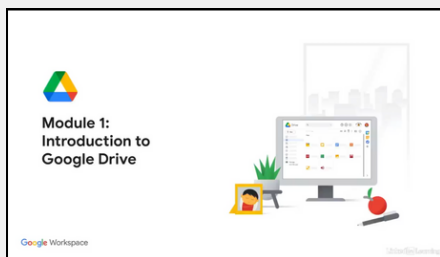
COURSES OF INTEREST

Use LinkedIn Learning free with your library card at poplarbluff.org/learn. Be sure to sign in before using the QR codes below!

GOOGLE WORKSPACE

Twenty two courses and over 23 hours of training on Google Workspace including Google Workspace Administration.

- Google Drive
- Google Docs
- Google Sheets
- Gmail
- Google Chat
- Google Meet



CANVA

Fourteen courses and over 14 hours of training on the free Canva design tool.

- Canva Essential
- Canva Presentations
- Canva for Web and Digital Designs
- Canva Magic



QUICKBOOKS

Seven full courses and nearly 20 hours of training on the QuickBooks platform.

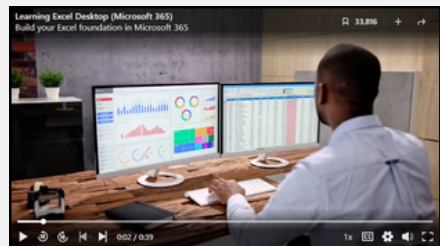
- QuickBooks Online
- QuickBooks Payroll
- QuickBooks Pro



MICROSOFT 365

Six full courses and nearly 9 hours of training on the Microsoft 365 Office Suite.

- Excel
- Outlook
- Word
- Powerpoint
- Teams
- OneDrive



COMPUTERS & WIFI COPY-SCAN-FAX-PRINT

COMPUTERS AND WIFI

Campus-wide 250mbps broadband internet serves both library campuses. Use a library computer or access free and unlimited wifi. Wifi is available every day from 6 am to 10 pm.

Network: Library Wifi Password: readbooks

COPY-SCAN-FAX-PRINT

Print, copy, scan, and fax services are available at both library locations. The cost is 10 cents per page in black and white and 25 cents per page in color.

MOBILE PRINTING

Print from your phone or laptop by emailing your documents to printing@poplarbluff.org

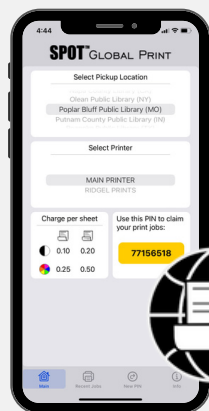


PRINT From your phone or personal device

Get the SPOT Global Print app and print from your phone or laptop from anywhere, anytime. Use the code provided in the app at the library printer. SPOT printing available at both library branches.



Available for Android, Apple, Mac, Windows and Chrome



WORKFORCE SOLUTIONS



PRODUCTIVE STAFFING

502 Poplar St, Poplar Bluff, MO 63901
www.productivestaffingllc.com



MISSOURI JOB CENTER

Crisp Technology Center, 2080 Three Rivers Blvd
Room 110, Poplar Bluff, MO 63901
www.jobs.mo.gov/job-centers/poplar-bluff-job-center



EXPRESS EMPLOYMENT PROFESSIONALS

682 MO-142, Poplar Bluff, MO 63901
www.expresspros.com/us-missouri-poplar-bluff



FREE MISSOURI CDL PRACTICE TESTS

If you're seeking a Missouri commercial driver's license (CDL), we're here to help! Our CDL test prep tools are ideal for both first-time applicants and those renewing their licenses, as well as individuals adding driving endorsements, such as hazardous materials and air brakes. First, read through or listen to the full Missouri CDL Handbook available in both ebook and audiobook formats. Next, practice with the CDL simulated tests as many times as necessary until you achieve a passing score. These simulated tests are based directly on the questions found in the Missouri Commercial Driver License Manual and cover a broad spectrum of essential topics, from emergency procedures to braking techniques.

Wishing you the best of luck—remember, practice makes perfect, and drive safely!

CDL TEST PREP

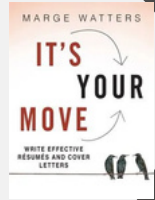
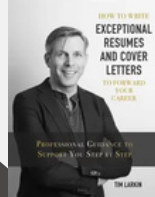


[POPLARBLUFF.ORG/DRIVERSED](https://poplarbluff.org/driverscd)

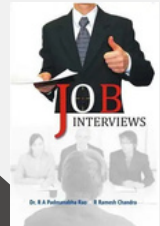
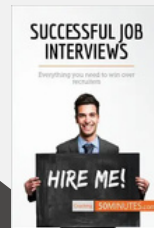
BOOKS TO BOOST YOUR JOB PROSPECTS & BUILD YOUR CAREER



resumes



interviews



É more
access instantly

Available in the
Hoopla App.
Login with your library card.

hoopla

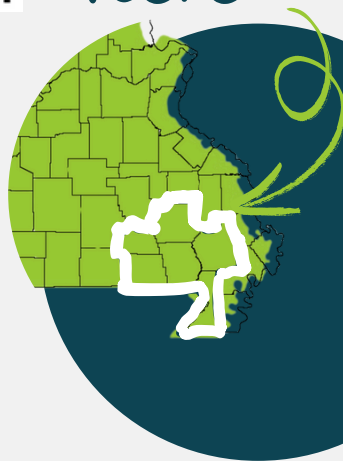
FREE e-cards



if you
live
here



2 million
downloadable
materials



E-CARDS

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Missouri Evergreen

Manage your
checkouts & renewals

Mango

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language

Kanopy

Stream films &
documentaries

Libby

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FIND AN APPRENTICESHIP

Jump-start your future, hone your craft, learn from the pros, and build your career prospects through apprenticeship programs.



APPRENTICESHIP.GOV



**JOBS.MO.GOV/
MOAPPRENTICESHIPS**



**NORTH AMERICA'S
BUILDING TRADE UNIONS**



**JOB CORPS
US DEPT OF LABOR**



GOOGLE



**OZARK TECHNICAL
COMMUNITY COLLEGE**