

ASHTABULA COUNTY EMPLOYMENT RESOURCE GUIDE

2019

This guide, compiled by the Ashtabula County District Library,
is a growing list of resources designed to assist county
residents in any stage of their job search.

Ashtabula County Employment Resource Guide

Employment Agencies & Job Seeker Services

These local agencies can help connect you with prospective employers.

Crown Services

<https://www.crownservices.com/>

9179 Mentor Avenue Suite D

Mentor Oh 44060

(440) 997-5000

Hours: Monday - Friday 8:00 a.m. - 5:30 p.m.

Services Offered: This Mentor based temp-to-hire staffing agency services the Ashtabula area and offers health benefits after 30 days.

Elite Employment Center

<http://www.eliteemploymentcenter.com/>

3120 Market Pl Dr Suite H

Ashtabula, OH 44004

(440) 998-HIRE(4473)

Hours: Monday - Friday 9:00 a.m. - 5:00 p.m.

Services Offered: This temp-to-hire staffing agency offers holiday pay, vacation pay, and a referral rewards program. They are able to assist Spanish language speakers.

Infinity Resources Ashtabula Staffing Center

<http://www.infinityresources.jobs/>

2600 W Prospect Rd

Ashtabula, OH 44004

(440) 998-6515

Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Services Offered: This temp-to-hire staffing agency can assist Spanish language speakers. Benefits vary with assignment.

Infinity Resources Conneaut Staffing Center

<http://www.infinityresources.jobs/>

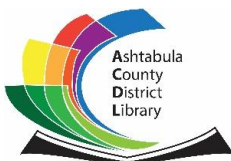
225 Broad St

Conneaut, OH 44030

(440) 599-8333

Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Services Offered: This staffing agency offers temp-to-hire job assignments. Benefits vary with assignment.



Ashtabula Public Library
4335 Park Avenue
Ashtabula, OH 44004

www.acdl.info

Geneva Public Library
860 Sherman Street
Geneva, OH 44041

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Employment Agencies & Job Seeker Services (continued...)

These local agencies can help connect you with prospective employers.

Kelly Services, Inc.

<https://www.kellyservices.us/us/>

4538 Main Ave

Ashtabula, OH 44004

(440) 992-2189

Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

Services Offered: This temp-to-hire staffing agency offers resume help. Benefits vary with assignment.

Ohio Means Jobs Center

<https://jobseeker.ohiomeansjobs.monster.com/>

2247 Lake Avenue

Ashtabula, OH 44004

(440) 994-1234

Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Services Offered: This employment resource center assists job seekers with job search assistance, resume help, job training, unemployment benefits and more. They offer a computer lab with printers, copiers, and a fax machine, as well as a staff member to assist with computer needs. One-on-one assistance is available for veterans, and they are able to assist Spanish language speakers.

Reserves Network Inc

<https://www.trnstaffing.com/>

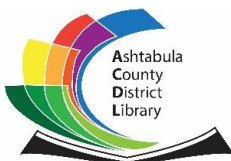
768 South Broadway

Geneva, OH 44041

(440) 998-3605

Hours: Monday - Friday 7:30 a.m. - 5:30 p.m.

Services Offered: This temp-to-hire staffing agency offers resume help, interview practice, a healthcare division for healthcare jobs, and can work with criminal backgrounds in some cases. Benefits vary with assignment.



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Search for a Job Online

Use the internet to search for local job openings. If you do not have access to the internet at home, use a computer for free at your nearest library!

Job Search Websites

These websites allow you to search for job openings based on the criteria you provide.

<https://careers.google.com/jobs/>

<https://www.careerbuilder.com/>

<https://www.careers.org/jobs/i/search>

<https://www.glassdoor.com/index.htm> (*required to sign up for a free account to search for jobs*)

<https://www.indeed.com/>

<https://www.jobserve.com/us/en/Job-Search/>

<https://www.monster.com/>

<https://www.myskillsmyfuture.org/> (*Find local job postings based on your employment history*)

<https://www.simplyhired.com/>

<https://www.snagajob.com/>

<https://www.worklooker.com/search.php>

<https://www.ziprecruiter.com/>

Local Job Postings

These websites post job openings in Ashtabula County.

Ashtabula County Website: <http://www.co.ashtabula.oh.us/Jobs.aspx>

Growth Partnership of Ashtabula County: <https://laborquotient.com/growthpartnership/jobs/>

Star Beacon: <http://marketplace.starbeacon.com/ashtabula-oh/employment/search>

Ashtabula Craigslist: <https://ashtabula.craigslist.org/search/jjj> (*Caution: Craigslist job listings are often scams. Do not give out your personal information until you have verified that the job posting is legitimate.*)

Local Staffing Agency Job Postings

Search for jobs posted by staffing agencies in Ashtabula County.

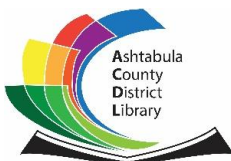
Crown Services: <https://crown-services.jobs.net/en-US/>

Infinity Resources: <http://www.infinityresources.jobs/job-search/>

Kelly Services: <https://kelly.secure.force.com/CandidateExperience/CandExpHome>

Ohio Means Jobs: <https://jobseeker.ohiomeansjobs.monster.com/>

The Reserves Network: <https://jobs.trnstaffing.com/>



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Job Training & Education Resources

These local resources can help connect you with the training you need for a specific job, or with the education you need to start, change, or further your career.

The Ashtabula County Adult Basic and Literacy Education Aspire Program

<http://www.atech.edu/AspireGEDClasses.aspx>

1565 State Route 167

Jefferson, OH 44047

(440) 576-5599

Office Hours: Monday - Thursday 8:30 a.m. - 3:30 p.m.

Services Offered: The ASPIRE program offers free classes at multiple locations throughout Ashtabula County to assist adult learners with their educational goals. Subjects include basic skills (math and English), GED preparation, English for Speakers of Other Languages (ESOL), and medical readiness.

Ashtabula County Technical & Career Campus (ATech)

<http://www.atech.edu/>

1565 State Route 167

Jefferson, OH 44047

(440) 576-6015

Hours: Monday - Thursday 7:00 a.m. - 9:30 p.m. Friday 7:00 a.m. - 4:00 p.m.

Services Offered: This school offers vocational training to high school students and adults through a variety of program types.

Community Action - Action in Motion CDL Truck Driving Academy

<http://communityaction.wixsite.com/accaa/action-in-motion-academy>

4900 North Ridge Rd West

Ashtabula, OH 44004

(440) 261-9721

Hours: Monday - Thursday 8:00 a.m. - 5:00 p.m.

Services Offered: This program, held at the Kent State Ashtabula campus, teaches the basics required by the Ohio Administrative Code for CDL driver classroom instruction.

Eligibility: Applicants must be at least 18 years of age; Have a valid Ohio Driver's License; Must pass a Department of Transportation (DOT) physical; and Must pass a DOT Drug Screen.

Kent State University - Ashtabula Campus

<https://www.kent.edu/ashtabula>

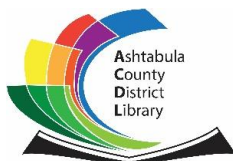
3300 Lake Road West

Ashtabula, OH 44004

(440) 964-3322

Hours: Varies by department. <https://www.kent.edu/ashtabula/campus-building-hours>

Services Offered: Ashtabula County's only college campus offers online and in-class instruction for bachelor's and associate degree programs. Visit <https://www.kent.edu/ashtabula/majors-and-degrees> to see full list of degree programs.



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Job Training & Education Resources (continued...)

These local resources can help connect you with the training you need for a specific job, or with the education you need to start, change, or further your career.

Ohio Means Jobs Center

<https://jobseeker.ohiomeansjobs.monster.com/>

2247 Lake Avenue

Ashtabula, OH 44004

(440) 994-1234

Hours: Friday 8:00 AM-4:30 PM

Hours: Monday - Friday 8:00 AM-4:30 PM

Services Offered: This employment resource center offers information on local schools and programs, financial assistance for job training, career counseling, and has on-site school representatives.

youthOPPORTUNITIES!

<http://www.atech.edu/youthOPPORTUNITIES.aspx>

2247 Lake Avenue

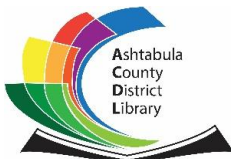
Ashtabula, OH 44004

(440) 994-1234 / 1 (800) 935-0242

Hours of operation: Monday - Friday 8:30 a.m. - 4:00 p.m.

Services Offered: This youth program, designed for those who need a little extra help meeting their goals, offers academic tutoring, pre-employment instruction, career exploration opportunities, and alternate education programs for those without a diploma or GED.

Eligibility: Youth aged 14-24.



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Employment Resources for Developmentally Disabled Individuals

These agencies provide developmentally disabled individuals who wish to join the workforce with job training and other forms of support needed for their success.

Ash/Craft Industries - Ashtabula County Board of Developmental Disabilities

<https://www.ashtabuladd.org/center-based/>

5959 Green Road

Ashtabula, OH 44004

(440) 335-1603

Services Offered: Ash/Craft Industries provides vocational skills training and employment by contracting with local companies for light assembly and packaging work. Ash/Craft also provides non-vocational day services for individuals for whom work is not a high priority.

Bureau of Vocational Rehabilitation

<https://ood.ohio.gov/Services/Vocational-Rehabilitation>

14650 Detroit Ave., Ste. 200

Lakewood, OH 44107

(216) 227-3250

Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Services Offered: This agency provides work-based services such as job training, job readiness skills, and support for those looking for work with a documented disability.

Eligibility: Persons age 14 and older with a documented disability (physical, mental, or emotional) whose disability is causing a barrier to receiving employment. Must complete an intake application online or over the phone.

Goodwill Workforce Development Programs

<http://www.goodwillready.org/programs.html>

600 Hulbert Ave.

Ashtabula, OH 44004

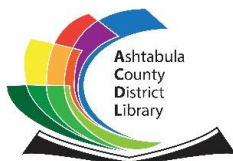
(440) 964-3565

Hours of Operation: Monday - Friday 8:00 a.m. - 4:30 p.m.

Services Offered: This program provides workforce development training, such as job development, job seeking skills, and assistance with work placement.

Eligibility: Must have a physical or mental impairment which causes a substantial impediment to employment and require vocational rehabilitation to prepare for, secure, and retain employment.

Must be referred through the Bureau of Vocational Rehabilitation. Any applicant who meets admission qualifications will have an interview prior to acceptance into the program.



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Employment Services for Developmentally Disabled Individuals (continued...)

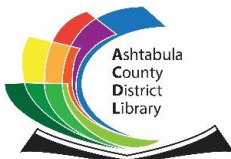
These agencies provide developmentally disabled individuals who wish to join the workforce with job training and other forms of support needed for their success.

Greenlight Workforce

1440 W Prospect Rd
Ashtabula, OH 44004
(440) 998-5820

Services Offered: This agency provides individually tailored job training for developmentally disabled individuals in accordance with their ISP.

Eligibility: Participants must first obtain a waiver from the County Board of DD.



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Employment Resources for Senior Citizens

These employment services help connect senior citizens with employment in the Ashtabula area.

Senior Community Service Employment Program

<https://vantageaging.org/programs-and-services/workforce-solutions/scsep-participants/>

4495 Market Street Suite 300

Boardman OH 44512

(800) 472-8961

Services Offered: This program offers job training to economically disadvantaged adults 55 years and older who seek training to work 20 hours per week at a non-profit agency while earning a wage and providing a community service. Seniors are eventually prepared to obtain work in an unsubsidized employment setting.

Eligibility: Adults age 55 and older.

Vantage Aging

<https://vantageaging.org/programs-and-services/workforce-solutions/>

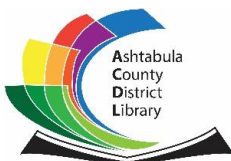
2279 Romig Road

Akron, OH 44320

(330) 253-4597 Toll Free: 1 (800) 554-5335

Services Offered: Vantage Workforce Solutions offers paid job training and work placement to low income seniors.

Eligibility: Low income adults age 55 and older.



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Employment Resources for Veterans

Ohio Means Jobs Center

<https://jobseeker.ohiomeansjobs.monster.com/Veterans/VeteranInfo.aspx>

2247 Lake Avenue

Ashtabula, OH 44004

(440) 994-1234

Hours: Monday - Friday 8:00 AM-4:30 PM

Services Offered: Ohio Means Jobs offers a veterans employment assistance program providing free, one-on-one help for veterans searching for a job. Assistance includes help with resumes and cover letters, interview skills, job searching and applications, career counseling, and mock interviews.

My Next Move for Veterans

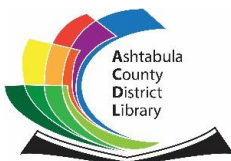
<https://www.mynextmove.org/vets/>

Designed for U.S. veterans making the transition to civilian careers. Provides tasks, skills, salary information, job listings, and more for over 900 different careers. Veterans can find careers through keyword search; by browsing industries that employ different types of workers; or by entering their military occupation code or title.

Veterans Reemployment Portal on CareerOneStop

<https://www.careeronestop.org/Veterans/default.aspx?frd=true>

Designed to assist veterans with employment, training, career planning, financial and emotional help after military service. The site links veterans to local resources as well as provides a military-to-civilian job search based on military job title or military occupation code.



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Recursos de Empleo para Hablantes de Español

Estas agencias locales pueden ayudarlo a conectarse con posibles empleadores.

Ohio Means Jobs Center

<https://jobseeker.ohiomeansjobs.monster.com/>

2247 Lake Avenue

Ashtabula, OH 44004

(440) 994-1234

Horas: Lunes - Viernes 8:00 AM - 4:30 PM

Servicios ofrecidos: Centro de recursos con computadoras, impresoras, copiadoras, fax y un miembro del personal para ayudarlo con las necesidades de la computadora. Información laboral local, listas de trabajos, seminarios relacionados con el empleo, asistencia personal para veteranos. Oficina del Estado de Ohio para Beneficios de Desempleo. Comuníquese con el número de teléfono del estado o ingrese en línea para presentar un reclamo o verificar sus beneficios. Si no tiene acceso a una computadora, puede visitar su OhioMeansJobs local para usar su laboratorio de computadoras. Puede trabajar con hablantes de español, pero le pide que traiga a alguien que pueda traducir si es posible.

Infinity Resources Ashtabula Staffing Center

<http://www.infinityresources.jobs/>

2600 W Prospect Rd

Ashtabula, OH 44004

(440) 998-6515

Horas: Lunes - Viernes 8:30 a.m. - 5:00 p.m.

Servicios ofrecidos: colocación temporal, temporal, temporal y permanente, así como servicios de nómina y consultoría de recursos humanos.

Kelly Services, Inc.

<https://www.kellyservices.us/us/>

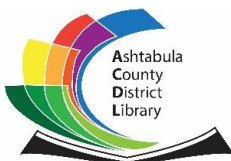
4538 Main Ave

Ashtabula, OH 44004

(440) 992-2189

Horas: Lunes - Viernes 8:00 a.m. - 5:00 p.m.

Servicios ofrecidos: agencia de personal, ayuda para crear un currículum, computadoras, los beneficios varían con la asignación. Puede ayudar a los hablantes de español, pero requiere dominio del inglés para la colocación laboral.



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Recursos de Empleo para Hablantes de Español (continuado...)

Estas agencias locales pueden ayudarlo a conectarse con posibles empleadores.

Elite Employment Center

<http://www.eliteemploymentcenter.com/>

Ashtabula Location:

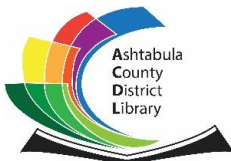
3120 Market Pl Dr Suite H

Ashtabula, OH 44004

Horas: Lunes - Viernes 9:00 a.m. - 5:00 p.m.

(440) 998-4473

Servicios ofrecidos: Agencia de personal que ofrece pago de vacaciones, pago de vacaciones y un programa de recompensas de referencia. Se puede aplicar en línea. Capaz de ayudar a los hablantes de español.



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Resources for Job Seekers with Barriers to Employment

Sometimes life circumstances can make finding employment more complicated.

These resources can help.

“I don’t have a GED.”

The Ashtabula County Adult Basic and Literacy Education Aspire Program

<http://www.atech.edu/AspireHSETesting.aspx>

1565 State Route 167

Jefferson, OH 44047

(440) 576-5599

Office Hours: Monday – Thursday 8:00 a.m. – 3:30 p.m.

Services Offered: The Aspire program offers free classes at multiple locations throughout the county to help adults with the skills they need to earn their GED. Atech is the only official GED testing center in Ashtabula County. If you would like more information on the Official GED® Test or Aspire Classes please contact Melissa Brown at (440) 576-5599 or at Melissa.Brown@atech.edu

“I don’t have professional clothing to wear to an interview.”

Catholic Charities Clothing Bank

4200 Park Ave

Ashtabula, OH 44004

(440) 992-2121

Hours: Clothing Bank Hours Tuesday and Thursday 10:00 a.m. - 1:00 p.m.

Services Offered: Catholic Charities provides a clothing bank with a variety of professional clothing available for those in need.

Suit Yourself

<https://www.suityourselfohio.org>

Located in Catholic Charities Office

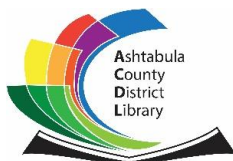
4200 Park Ave

Ashtabula, OH 44004

(440) 392-6000

Services Offered: Suit Yourself provides women in need with professional attire to wear to a job interview, as well as five additional outfits upon the acceptance of a job offer.

Eligibility: To qualify for services, women must have a job interview scheduled or be participating in a job search program or career fair, and be referred by a qualifying agency. A list of referring agencies can be found at <https://www.suityourselfohio.org/referring.html>



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Resources for Job Seekers with Barriers to Employment (continued)

“I have mental health issues that make it difficult for me to find work.”

Community Counseling Center Supported Employment/Individual Placement and Support (SE/IPS) Services

2801 C Court
Ashtabula, OH 44004
(440) 998-4210

Hours: Monday - Thursday 8:30 a.m. to 7:00 p.m. Friday 8:30 a.m. to 5:30 p.m.

<http://www.cccohio.com/programs/supported-employment.php>

Services Offered: SE/IPS allows adults recovering from mental illness to explore and succeed in the workforce. Employment specialists work individually with clients to help them find employment that suits their skills and interests.

Eligibility: A person only needs to have an expressed desire to work, regardless of other variables, such as experiencing active symptoms of their illness, active use of alcohol or other drugs, or having a criminal history.

“I have a criminal background.”

Career One Stop: Job Search Help for Ex-Offenders

<https://www.careeronestop.org/ExOffender/default.aspx>

Career One Stop offers information on state resources for ex-offenders, employers who hire ex-offenders, and how to talk to a potential employer about your conviction.

HelpforFelons.org: List of Companies that Hire Felons

<https://helpforfelons.org/wp-content/uploads/2015/01/Companies-That-Hire-Felons-List.pdf>

Legal Aid Society of Cleveland: How to Get Your Criminal Record Expunged

<https://lasclv.org/wp-content/uploads/2010/11/Expungement-09.pdf>

Second Chance Jobs for Felons

<https://secondchancejobsforfelons.com/jobs-for-felons>

This website allows you to search for job opportunities that are open to individuals with your specific conviction history.

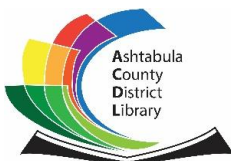
Reserves Network Inc

<https://www.trnstaffing.com/>

768 South Broadway
Geneva, OH 44041
(440) 998-3605

Hours: Monday - Friday 7:30 a.m. - 5:30 p.m.

Services Offered: This staffing agency can work with clients with criminal backgrounds when possible, and also offers help creating a resume and practicing interview skills.



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Free Online Resume Builders

If you're not comfortable starting a resume from scratch, try using one of these free resume builders. Just remember to save your resume externally so you can access it again later!

- **Testing and Education Reference Center Resume Builder:** Free with your ACDL Library Card by going to <https://www.acdl.info/databases> and selecting the Testing and Education Reference Center.
- **Google Docs:** Sign into your Gmail account to access Google Docs, then choose a resume template to get started. With Google Docs, your resume is automatically saved in your Google Drive.
- <https://www.indeed.com/create-resume>
- <https://www.resume.com/>
- <https://novoresume.com/>
- <https://www.hloom.com/>
- <https://www.gotresumebuilder.com/>
- https://www.resume4free.com/no_cost_resume.htm

How to Write a Resume

Whether this is your first time creating a resume, or you'd just like to brush up on proper resume etiquette, these free online guides and tutorials can help.

DigitalLearn.org: Creating Resumes Online Course

<https://digitallearn.org/courses/creating-resumes>

This 21 minute beginner course on resume creation can be taken online, or downloaded as a text lesson to view offline.

Goodwill Community Foundation: Free Resume Writing Tutorial

<https://edu.gcfglobal.org/en/resumewriting/>

In this free tutorial, learn the process of creating a professional resume that stands out from the crowd.

Career One Stop Resume Guide

<https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx>

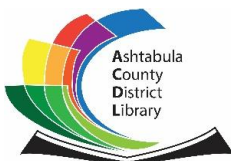
This guide provides information on writing resumes and cover letters, completing paper and online applications, and creating a portfolio.

How to Write a Professional Resume - 2019 Guide

<https://novoresume.com/career-blog/how-to-write-a-resume-guide>

Indeed Career Guide: 6 Universal Rules for Resume Writing

<https://www.indeed.com/career-advice/resumes-cover-letters/6-universal-rules-for-resume-writing>



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Computer Labs with Resume Assistance

Get help creating, editing, and perfecting your resume.

Ashtabula Public Library

4335 Park Avenue

Ashtabula, OH 44004

Phone: (440) 997-9341

Fax: (440) 992-7714

Hours: Monday-Thursday: 9am-8:30pm, Friday: 9am-6pm, Saturday: 9am-5pm

Services Offered: The Ashtabula Public Library provides a public computer lab with internet and Microsoft Office, a free scanning service, fax service, and \$.10 per page printing and copying.

Staff members are available to help.

Geneva Public Library

860 Sherman Street

Geneva, OH 44041

Phone: (440) 466-4521

Fax: (440) 466-0162

Hours: Monday-Thursday: 10am-8:30pm, Friday: 10am-6pm, Saturday: 10am-5pm

Services Offered: The Geneva Public Library provides a public computer lab with internet and Microsoft Office, a free scanning service, fax service, and \$.10 per page printing and copying.

Staff members are available to help.

Ohio Means Jobs Center

2247 Lake Avenue

Ashtabula, OH 44004

(440) 994-1234

Hours: Monday - Friday 8:00 AM-4:30 PM

Services Offered: This employment resource center has computers, printers, copiers, a fax machine and a staff member to assist with computer needs.

Reserves Network Inc

<https://www.trnstaffing.com/>

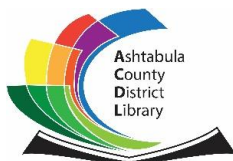
768 South Broadway

Geneva, OH 44041

(440) 998-3605

Hours: Monday - Friday 7:30 - 5:30

Services Offered: This staffing agency provides its clients with a computer lab and help building a resume.



Ashtabula Public Library
4335 Park Avenue
Ashtabula, OH 44004

www.acdl.info

Geneva Public Library
860 Sherman Street
Geneva, OH 44041

Ashtabula County Employment Resource Guide

Ashtabula County District Library Resources for Job Seekers

*These services are available through the Ashtabula County District Library system.
To view a full list of digital resources available to you for free with your library card,
please visit <https://www.acdl.info/databases>*

Computer Lab

Search for jobs online, fill out online applications, or create/update/print your resume from the library computer lab. Public computer labs with internet and Microsoft Office are available at both the Ashtabula and Geneva branches. There is no time limit for the computers, and staff members are available to help with questions. Print or make copies for \$.10 per page (black & white or color prints, with letter, legal and ledger size paper available). Send faxes for free, or receive faxes for \$.10 per page. Patrons can scan documents to send to their email or store on their flash drive for free.

Local Newspaper Subscriptions

Check the classifieds section of your local newspapers for job openings.

Lynda.com

This online resource, available for free with your ACDL library card, offers online courses in a variety of subjects to help you learn new skills or improve existing ones. Completed courses are shown on your LinkedIn profile for prospective employers to see. Subjects include 3D + animation, audio, music, CAD, business, design, software development, education and e-learning, IT, marketing, photography, video, and web development.

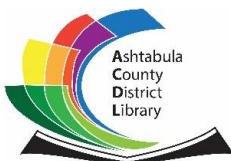
Testing and Education Reference Center

This online resource, available for free with your ACDL library card, offers a wide variety of tools to assist with job searching and career planning. Create a resume with the free Resume Builder, take the career assessment questionnaire, get basic skills help with English and STEM subjects, or learn to use Microsoft Office. Practice exams are available for the following careers: accounting, auditing, American foreign service officer, clerical, cosmetology, firefighter, law enforcement, medical/nursing, postal, real estate, social worker and teacher.

With the Virtual Career Library, individual modules will help guide you through the career-seeking process, from searching for jobs to preparing resumes and cover letters to negotiating job conditions. Learn how to find a new career, land the job, and thrive in your new position. Get tips, advice, and instructions on how to: transition out of the military, change careers, search for jobs, create and target your resume, write cover letters, prepare for interviews, develop networking skills and negotiate salary considerations.

Driving Tests Online

This online resource, available for free with your ACDL library card, offers CDL practice exams, including general knowledge, hazardous materials, school bus, passenger vehicles, air brakes, combination vehicles, double/triple trailers, tanker vehicles and pre-trip inspection exams. Basic car and motorcycle practice exams are also available, as well as driver's handbooks and BMV information.



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Job Search and Interview Skills

These agencies and websites can help you learn to navigate the job search process and prepare you for success when you land an interview.

Ohio Means Jobs Center

<https://jobseeker.ohiomeansjobs.monster.com/>

2247 Lake Avenue
Ashtabula, OH 44004
(440) 994-1234

Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Services Offered: Ohio Means Jobs offers educational employment seminars on topics such as interviewing, resumes, life skills, attitude, financial aid, goal setting and job retention.

Reserves Network Inc

<https://www.trnstaffing.com/>

768 South Broadway
Geneva, OH 44041
(440) 998-3605

Hours: Monday - Friday 7:30 a.m. - 5:30 p.m.

Services Offered: This staffing agency helps its clients with interview skills and resume preparation.

Career One Stop: Job Search Tips

<https://www.careeronestop.org/JobSearch/Tips/job-search-tips.aspx>

Not getting results in your search for a job? Thinking about relocating to find a job? Do you wonder what employees think of your online presence? Are you overqualified for the job you're applying to? See what Career One Stop has to say.

Career One Stop: Your Online Image

<https://www.careeronestop.org/JobSearch/Tips/your-online-image.aspx>

Make sure your online image helps, not hurts, your job search.

DigitalLearn.org: Online Job Searching Course

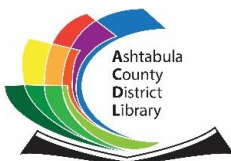
<https://digitallearn.org/courses/online-job-searching>

This 22 minute beginner's course gives you an overview of looking for a job online. It covers online classified sites, job search sites, company sites, and staying safe from scams. Also available to download as a pdf file.

Goodwill Community Foundation: Free Interviewing Skills Tutorial

<https://edu.gcfglobal.org/en/interviewingskills/>

This free tutorial covers types of interviews, what to bring, what to do during an interview, following up after an interview, and the questions prospective employers are not allowed to ask.



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Job Search and Interview Skills (continued...)

These agencies and websites can help you learn to navigate the job search process and prepare you for success when you land an interview.

Goodwill Community Foundation: Free Job Search Tutorials

<https://edu.gcfglobal.org/en/topics/jobsearch/>

With these job search tutorials, you'll learn effective strategies for approaching and conducting a job search by exploring the best methods for networking and looking for a job online. Includes tutorials on job search and networking, resume writing, cover letters, job applications and interviewing skills.

Monster.com Interview Tips

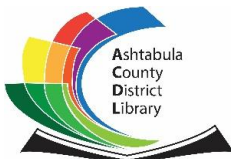
<https://www.monster.com/career-advice/article/boost-your-interview-iq>

Read the top 10 interview tips from employment website monster.com.

Ohio Means Jobs Interview Skills & Online Mock Interviews

<https://jobseeker.ohiomeansjobs.monster.com/PracticeInterviews.aspx>

Watch online tutorials about interview skills and practice what you learn through a virtual mock interview.



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Improve Your Skills

These websites offer free online classes and tutorials to help you learn new skills or improve existing ones, making you more marketable to potential employers.

Alison.com

<https://alison.com/>

This website offers over 1000 free online courses covering Language, Science, IT, Health, Humanities, Software Development, Marketing, Business, Math, Lifestyle, Health Care, Life Science, Operations, Skilled Trade, Software Engineering and Finance. Over 800 Certificate courses are available to help you gain knowledge on specific topics, while Diploma courses are available to give you a more comprehensive knowledge of a subject area.

EdX

<https://www.edx.org/>

Take free online courses from the best universities and institutions in the world, including Harvard, MIT, UC Berkeley, Microsoft, Tsinghua University, The Smithsonian and more. Subjects include Architecture, Art & Culture, Biology & Life Science, Business Management, Chemistry, Communications, Computer Science, Data Analysis and Statistics, Design, Economics and Finance, Education and Teacher Training, Electronics, Energy and Earth Sciences, Engineering, Environmental Studies, Ethics, Food and Nutrition, Health and Safety, History, Humanities, Language, Law, Literature, Math, Medicine, Music, Philanthropy, Philosophy and Ethics, Physics, Science, and Social Sciences.

Grow With Google

<https://grow.google/>

Google offers a variety of free training, tools and events to help you grow your skills, career, or business, including a 6 month IT Support Professional Certificate designed to prepare you for an entry level IT Support position.

Lynda.com (Free with your ACDL library card at <https://www.acdl.info/databases>)

Take a range of free online courses to boost your current skills or learn new ones. Completed courses are shown on users LinkedIn account for employers to see. Subjects include 3D + animation, audio, music, CAD, business, design, software development, education and e-learning, IT, marketing, photography, video, and web development.

Testing and Education Reference Center (Free with your ACDL library card at

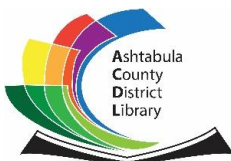
<https://www.acdl.info/databases>)

TERC offers a wide array of free English, Math and Microsoft Office tutorials to help learn or improve skills.

TypingClub.com

<https://www.typingclub.com/>

Improve your typing skills for free with these lessons.



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Career Planning

Whether you're just entering the workforce or looking for a career change, these resources can help you determine which jobs align with your interests and goals.

Bureau of Labor Statistics: Occupational Outlook Handbook

<https://www.bls.gov/ooh/>

The Occupational Outlook Handbook can help you find career information such as duties, education and training, pay, and outlook for hundreds of occupations.

Career One Stop

<https://www.careeronestop.org/>

This website contains information for those in any stage of their job search process - from trying to figure out the right career to how to follow up on an interview. Take assessments to match your skills and interests to careers. View occupation profiles for over 950 careers to learn information about their salary, education and training requirements, career outlook and more. Watch videos on careers you're interested in (videos also available in Spanish), as well as on job skills and abilities that employers are looking for. Find information on what job training you need, where to find it and how to pay for it. Get tips on writing resumes and cover letters, and advice on interviewing, salary negotiation and post-interview etiquette. Career One Stop also contains additional resources specific to veterans and ex-offenders.

Careers.org

<http://www.careers.org/>

Find in-depth profiles on hundreds of occupations, industries and academic programs.

Holland Code Career Test

<https://www.truity.com/test/holland-code-career-test>

This free, 10-minute career test uses the Holland Code model to show you which jobs will suit your interests, talents, and aptitude.

My Next Move

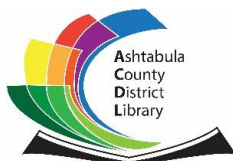
<https://www.mynextmove.org/>

My Next Move provides easy-to-read, one-page profiles for occupations that highlight important knowledge, skills, abilities, technologies used, salary and outlook information for each career while providing links to find specific training and employment opportunities.

My Next Move: O*NET Interest Profiler

<https://www.mynextmove.org/explore/ip>

The O*NET Interest Profiler is a series of questions that helps you determine what your interests are, how they relate to the world of work, and what kind of careers you may want to explore based on your results.



Ashtabula County Employment Resource Guide

Career Planning (continued...)

Whether you're just entering the workforce or looking for a career change, these resources can help you determine which jobs align with your interests and goals.

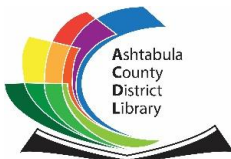
MyPlan Career Values Assessment Test

<https://www.myplan.com/assess/values.php>

The Values Test can help you learn more about your underlying work needs and motivations, and can help you decide what is important to you in a job. The test does this by asking you to rank different aspects of work that represent six underlying work values. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

Testing and Education Reference Center: Career Assessment (Free with your ACDL Library card at <https://www.acdl.info/databases>)

Complete a brief series of questions about yourself to find out your personality type and learn what job categories, industries, and specific occupations are most suited to you. You can also search hundreds of careers and occupations and find in-depth information about experience, knowledge, skills, abilities, interests, activities, and salary. Find the Career Assessment under the Career section of the Testing and Education Reference Center.



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