

## CATAWBA COUNTY LIBRARY SYSTEM

### MAIN LIBRARY

115 West C St., Newton  
Monday-Thursday: 9:00-8:00  
Friday & Saturday: 9:00-6:00  
Sunday (Sept.-April only): 2:00-6:00  
Phone: 828-465-8664

### CLAREMONT BRANCH

3288 E. Main St., Claremont  
Tuesday- Friday: 12:00-6:00  
Saturday: 9:00-2:00  
CLOSED SUNDAY & MONDAY  
Phone: 828-459-9311

### CONOVER BRANCH

101 1st. St. East, Conover  
Sunday (year-round): 2:00-6:00  
Monday, Wednesday & Thursday: 9:00-6:00  
Tuesday: 12:00-8:00  
CLOSED FRIDAY & SATURDAY  
Phone: 828-466-5108

### MAIDEN BRANCH

11 South A Ave., Maiden  
Tuesday: 12:00-8:00  
Wednesday-Friday: 9:00- 6:00  
Saturday: 9:00-2:00  
CLOSED SUNDAY & MONDAY  
Phone: 828-428-2712

### SHERRILLS FORD BRANCH

8456 Sherrills Ford Rd., S. Ford  
Tuesday: 12:00 - 8:00  
Wednesday-Friday - 9:00-6:00  
Saturday: 9:00-2:00  
CLOSED SUNDAY & MONDAY  
Phone: 828-478-2729

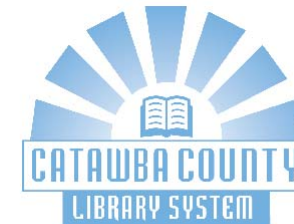
### SOUTHWEST BRANCH

2944 Hwy. 127 South, Hickory  
Monday-Tuesday: 12:00-8:00  
Wednesday & Friday: 9:00-6:00  
Thursday: 9:00-8:00  
Saturday: 9:00-2:00  
Sunday (Sept.-April only): 2:00-6:00  
Phone: 828-294-2343

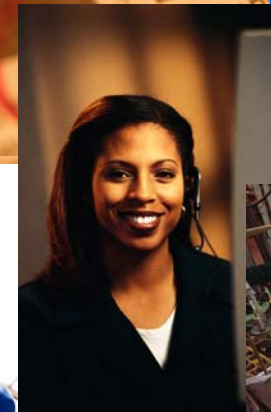
### ST. STEPHENS BRANCH

3225 Springs Rd. NE, Hickory  
Monday-Tuesday: 12:00-8:00  
Wed., Friday & Saturday: 9:00-6:00  
Thursday: 9:00-8:00  
Sunday (Sept.-April only): 2:00-6:00  
Phone: 828-256-3030

# Finding Work: Your Library Can Help



*A World of Knowledge*



Updated on 4/1/09

## Dealing with Unemployment

The North Carolina Employment Security Commission offers online unemployment information and filing at:

<http://www.ncesc.com>

## Getting Ready for Your Job Search

Complete an employment fact sheet to prepare for filling out job applications. This fact sheet is good preparation for both online and “in-person” applications. Ask our staff for a copy of this form or get a copy off the Internet at

[http://www.worksmart.ca.gov/tips\\_application\\_fact\\_sheet.html](http://www.worksmart.ca.gov/tips_application_fact_sheet.html)

Update your resume and have someone else proof-read it for errors. There are resume templates (forms you can complete) in Word on the public computers at the library. Staff can help get you started. Or, try some of the following web sites for excellent advice on resume formats.

- The North Carolina Career Resource Network at <http://www.nccareers.org/>
- The Riley Guide at <http://www.rileyguide.com/letters.html>
- About.com at <http://jobsearch.about.com/od/resumes/u/resumesandletters.htm>
- Resume Resource at <http://www.resume-resource.com/>

Get an email address in preparation for corresponding with potential employers. Free email is easy and quick to sign up for at the following web sites:

- Gmail—Google’s email service at <http://www.google.com/>
- Hotmail—Microsoft’s email service at [www.hotmail.com](http://www.hotmail.com)
- Yahoo! Mail—Yahoo’s email service at <http://www.yahoo.com/>

Practice completing an online job application to learn how this process works. You can practice at

- <http://www.careerkokua.org/js/jsa/article.cfm?id=12>

## Searching Online for Jobs

Search for Catawba County Government jobs at

- <http://www.catawbacountync.gov/depts/pers/jobvmain.asp>

Search for North Carolina jobs online through local newspapers at

- <http://www.newslink.org/ncnews.html>
- <http://www.ncpress.com/ncpa/newspaperonline.html>

Search the North Carolina Employment Security Commission listings at

- <http://www.ncesc.com/individual/jobSearch/jobSearchMain.asp>

Search for state government jobs at

- <http://www.osp.state.nc.us/jobs/>

Search for federal government jobs at

- <http://www.usajobs.opm.gov/>

Search for national jobs at

- <http://www.snagajob.com/>
- <http://www.simplyhired.com/>
- <http://www.coolworks.com/>
- [http://jobsearch.about.com/od/jobsearchengines/job\\_Search\\_Engines.htm](http://jobsearch.about.com/od/jobsearchengines/job_Search_Engines.htm)
- <http://www.realmatch.com/>
- <http://www.rileyguide.com/jobs.html>
- <http://www.indeed.com/l-north-carolina-jobs.html>
- <http://www.careerbuilder.com/>

## Prepare for Your Interviews

Browse the information at these web sites:

- <http://www.soicc.state.nc.us/SOICC/planning/chklst2.htm>
- <http://www.careers-jobs.eu/jobseekers/tips/interview-tips.html>
- <http://www.soicc.state.nc.us/SOICC/planning/telephone.htm>

Expand your computer skills by taking some of the free computer classes offered at the library. Call 828-465-7938 to find out more.

- <http://www.catawbacountync.gov/library/>