



# **Job Information Center (JIC)**

## **CENTRAL LIBRARY OF ROCHESTER & MONROE COUNTY**

**Business & Social Sciences Division  
4th Floor, Bausch & Lomb Public Library Building**

115 South Avenue  
Rochester, New York 14604  
(585) 428-8130

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### **CAREER EXPLORATION**

JIC contains books and other materials that describe hundreds of careers along with salary information, employment outlook, and education/training requirements.

### **RESUMES/COVER LETTERS**

JIC has a wide variety of books to help with resume and cover letter preparation. There are also materials to assist with the interview process, networking and salary negotiation.

### **EDUCATIONAL PLANNING**

JIC has a diverse collection of directories that describe post-secondary educational opportunities, including: two-year and four year colleges and universities, graduate programs, career and vocational schools, and online learning.

The Adult Education Notebook contains brochures from local school districts, towns and other organizations that offer non-credit adult education courses.

Scholarship and financial aid guides and indexes are available along with brochures from the Federal and New York State governments describing student grants and loans.

### **TEST PREPARATION MATERIALS**

Study guides are available for TASC (New York State High School Equivalency), TABE, civil service, aptitude, armed forces, professional licensing, college entrance, and graduate and professional school admission tests.



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# JOB SEARCHING

## ► CIVIL SERVICE

Announcements of upcoming City of Rochester, Monroe County and New York State examinations are posted. Test preparation materials are available for a three week non-renewable loan period.

## ► ONLINE JOB SEARCHING

Websites of interest to local job seekers along with national employment resources are linked on the MCLS website. Go to **www.RocCityLibrary.org** and under **Adults**, click on **Job Information**. For local job listings, click on **Local Employment Resources**. Instructions on how to use several of the sites listed are available.

## ► LOCAL JOB SEARCH PUBLICATIONS

Free copies of *Rochester WNYJOBS.com* and *Monroe County's Job Search Companion* are available.

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