

What's UPstairs?

Volume 1, Issue 6

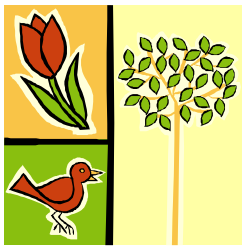
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Our new resume software

Reference at the Framingham Public Library

50+ and Job Hunting?

Use your age to your advantage. With age comes wisdom and experience. The best way to explore new opportunities is by being open to change, be willing to take risks, and viewing your job search as an exciting adventure.

Some tips that will help you land that job:

- ◆ **Be flexible:** Be open to new ways of doing things, do whatever it takes to get a job.
- ◆ **Reinvent yourself:** Try something new, approach your life and your job search in ways you haven't considered before.
- ◆ **Update your skills:** Stay current and knowledgeable about the trends and changes in your field.
- ◆ **Ask for help:** You're never too old to ask others for help. Do not hesitate to ask questions or seek advice.
- ◆ **Connect with people:** Inform everyone you know of your job status, you never know who might connect you with someone who is looking to hire.
- ◆ **Get a makeover:** Updating your image can take years off your appearance and help you feel better about yourself.
- ◆ **Be optimistic:** Focus on the positive and see what a difference being optimistic can make. There is a job out there for you!



In our collection:

- ◆ Resumes for the 50+ job hunter: with sample cover letters / the editors of VGM Career Books JOB 650.14 Resumes
- ◆ How to find a job after 50 : from part-time to full-time, from career moves to new careers ? Betsy Cummings. JOB 650.14 Cummings.
- ◆ The baby boomer's guide to the new workplace. / Richard Fein. JOB 331.702 Fein
- ◆ Finding a job after 50 : reinvent yourself for the 21st century / Jeanette Woodward. JOB 650.14

Looking for a job? Not sure where to begin?

Come to a workshop on Job Searching sponsored by the Reference Department on Tuesday, May 12, 2009 from 11 AM to 12 noon in the Costin Room.

The resume process and completing online applications will be the topics covered in this workshop. Upcoming sessions will include more on resumes, websites and social networking tools. Dates to be announced for future sessions.



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Winway Resume

We now have software on all of our public access PC's that you can use to create resumes and cover letters and prepare for a job interview.



It's simple to use! Enter the job title and the *Resume Wizard* will find the closest match from over 14,000 resumes. Resumes contain keywords appropriate to each job title. You can create functional or chronological resumes that are ideal for every career situation at either an entry level or experienced candidate. The software has the ability to format your resume with a customized style and theme and also has a "fit to one page" feature that takes a single click. Need to write a standout cover letter? This software aids in creating a great "first impression". It contains over 400 sample cover letters that are ready-to-use or modify. In addition, there are letters to use for offer acceptance, interview follow-up/thank you and networking.

Ask at the Reference Desk and we can set you up on a PC to get you started.

New in the Reference Department!

We now have 2 PC's in the Reference Department that allow you to use the Microsoft Office products for a two hour session. Use this software to write a paper, create a resume, do a budget, etc. These machines have the following software:

Access, Excel, FrontPage, PowerPoint, Publisher, Word and Winway Resume software.

Free Government Publications!



Federal Citizens Information Center
<http://www.pueblo.gsa.gov/>

The Federal Citizen Information Center (FCIC) is a trusted one-stop source for answers to questions about consumer problems and government services. Consumers can get the information they need in three ways: by calling toll-free 1 (800) FED-INFO, through printed publications, or through information posted on FCIC's family of websites. Consumers can access additional information online on a wide range of subjects by clicking on different topic headings. Hundreds of publications, the latest product recalls and scams, updates of consumer news from various Federal agencies, and a calendar of consumer-related events are also available.

Now is an excellent time to learn or review skills to help you make smart decisions concerning money. The Federal Citizen Information Center and the Federal Trade Commission are offering a special package of publications focusing on issues that many of us are facing:

Your Access to Free Credit Reports
Credit Repair: How to Help Yourself First
Fair Debt Collection
Mortgage Payments Sending You Reeling
Numbers to Know Bookmark

Most are free for download in .pdf format; some require a nominal fee for a print version. You can sign up to be notified by email whenever new publications are added.