

# Resource Rooms

Each of our statewide Resource Centers has a Career Resource Room to help make your job search more comprehensive, professional and comfortable. Take advantage of our no-cost-to-you resources to help you find the right job locally, statewide or nationally. And, our professional staff is available to help you.

## Computers with Internet Access

- Search for jobs.
- Research businesses.
- Locate labor market information.
- Prepare quality resumes and cover letters using word-processing applications and resume writing software.
- Practice your keyboarding skills using typing tutor software.
- Complete an interest and skill checklist and explore various occupations and colleges by visiting the Vermont Student Assistance Corporation (link to <http://services.vvac.org/wps/wcm/connect/vvac/VSAC>) website.

## Telephones to Aid You in Your Job Search

- Contact prospective employers.
- Schedule interviews.
- Call prospective educational providers.

## FAX Machine

- Send and receive correspondence relating to your job search.
- Send applications or resumes to employers.

## Copier

- Make copies of your resume, applications and other job-related information.

## Library

- Use our resource library of books and videotapes on a variety of employment-related topics
- College catalogues are available for Vermont, New England and across the country.
- Local newspapers are available for your job search.

## Assistive Technology

All DOL Career Resource Centers are equipped with assistive technology to provide better access to individuals with disabilities. Technology includes:

- TTY Telephone Unit  
for individuals with hearing impairments.
- Closed Circuit Monitor  
for individuals with visual impairments.

- Dolphin Supernova-Kurzweil 3000 Software on a universally accessible computer station.
- Adjustable Computer Table  
for individuals with mobility impairments.