

## “Quotes from Clients”

“The free career services provided by Cuyahoga Works at Cuyahoga County Public Library has truly been the key to my professional success. Prior to utilizing career services, I applied to multiple jobs to no avail. When I decided to apply to my dream job out of state, I enlisted the assistance of a Career Counselor, who provided résumé and cover letter guidance as well as thoroughly prepared me for multiple interviews. As a result, not only did I secure the position, but I was able to effectively negotiate my salary above the advertised rate. I sincerely credit counseling to my success in landing a job that I love, and I highly recommend Cuyahoga Works.”

– **Stephanie N., Fairview Park Branch**

“I received great advice on current trends regarding résumé writing and feedback on application processes. I really felt I was looked at as a whole person with educational and life experiences. That was really a confidence builder as I embarked on new career challenges.”

– **Shari B., North Royalton Branch**

“Cuyahoga Works – Job & Career Services is a tremendous resource for job seekers. I moved to Ohio last year from New Jersey, and my job search was incredibly difficult. I was in a city where I didn’t know anybody, and I was discouraged because I couldn’t find a job. Thanks to the Job Seekers Series and my Career Counselor, I was able to network in a new city and stay motivated. My Career Counselor recommended me to the right resources in the Library and helped me write a federal job résumé, which eventually landed me a position with the government. I’m incredibly grateful for this wonderful program and the time and attention from my Career Counselor.”

– **Nancy B., Independence Branch**

“I was at a very transitional point in my life. I saw all the signs in the work place and inevitably it happened. My job let me go. I was walking through the process with another friend who mentioned she was going to see a Career Counselor at the Library. I had a résumé and some contacts and did quite a bit of networking, which to my surprise did not work out. I began to feel isolated and frustrated. So I said, ‘why not try it?’ Off to Job Seekers I went. I took the interview class, résumé writing and salary negotiations. I also took the assessment test. I immediately arranged for the actual career counseling with one of the instructors, and it was uphill from there.

“I received one-on-one counseling, encouragement, direction, recommendations for books, peace of mind, patience with myself and confidence in knowing I was skilled in my craft. I took advantage of everything I learned. It helped me identify with myself. With all of that, I was able to seek and find employment that lead me to the career I have today. I received way more than what I expected through the program and was able to give back by speaking to one of the classes on ‘The Value of a Mentor in Career Planning.’ I strongly encourage this program to anyone seeking assistance with their journey in career planning no matter what the stage. I am ever so grateful and appreciative.”

– **JoAnn P., Maple Heights Branch**



# cuyahoga *works*

Job & Career Services @ Cuyahoga County Public Library

## ABOUT US

*Since 1976 – Celebrating 40 years of providing  
Job and Career Services to the community*



Cuyahoga County  
Public Library

[cuyahogaworks.org](http://cuyahogaworks.org)

# Let Us Introduce Ourselves!

Cuyahoga County Public Library has been serving the community with job and career services since 1976.

Cuyahoga Works – Job & Career Services offers extensive job and career services to our customers. Our staff prides itself on serving as advocates for job seekers looking to put their best foot forward as they seek to either advance their careers or transition into new ones. Finding a new job can be an exciting journey of self-discovery and promise as you seek to determine where your skills and talents fit best.

Come, let us help you explore and discover the possibilities of your new career.

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## Searching for a new job or career?

Cuyahoga Works – Job & Career Services can help. Our comprehensive service is on the cutting edge of meeting the needs of adults in a career transition or a job search.

Career Counselors, who are licensed or certified, are available to meet with job seekers at the Maple Heights or Fairview Park branches as well as at some of our other branch locations. We provide guidance to adults in career decision making, advice on creating effective résumés and cover letters, and help with job search strategies and interview preparation.

Our services include individual appointments, workshops and a Job Seekers Series dedicated to the education and training of current job search skills and techniques. **For more information or to arrange a career consultation meeting, please call 216.475.2225.**

# Job & Career Services Offerings

## INDIVIDUAL APPOINTMENTS

Make an appointment with a Career Counselor for career assessments, résumé and cover letter review, job search strategies and interview preparation.

**Call 216.475.2225 to find out about appointment locations near you.**

## WORKSHOPS

Join a Career Counselor for helpful workshops at various branch locations on the most up-to-date job search strategies, career planning, résumé and cover letter writing, interviewing techniques, LinkedIn and much more. For more information on our current workshops, visit our website at [cuyahogaworks.org](http://cuyahogaworks.org) and click on Workshops for a schedule of upcoming times and locations.

## CAREER LIBRARY

Review more than 4,000 materials covering career planning, occupations, job search and interviewing techniques and education.

## ONLINE RESOURCES

Check out the Cuyahoga Works – Job & Career Services website for resources on both careers and businesses: [cuyahogaworks.org/resources](http://cuyahogaworks.org/resources). Here you will find a comprehensive list of websites and databases to assist you as you conduct online research.

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## CUYAHOGA WORKS *Job & Career Services Locations*

### *Maple Heights Branch*

5225 Library Lane  
Maple Heights, Ohio 44137

### *Fairview Park Branch*

21255 Lorain Road  
Fairview Park, Ohio 44126

## HOURS OF OPERATION

Monday thru Thursday / 9:00 a.m. – 9:00 p.m.  
Friday and Saturday / 9:00 a.m. – 5:30 p.m.

**To schedule an appointment or to learn more about the services we provide, please contact us by calling 216.475.2225 or visit us online at [cuyahogaworks.org](http://cuyahogaworks.org).**