Librarian's Shelf by Karen Connell

Find a Job and More with AtoZdatabases

If you are looking for a job, a company's contact information, or sales leads for your business, look no further than AtoZdatabases. The Columbus Public Library subscribes to this premier reference and marketing database. This simple, user friendly website provides details on businesses and households within the United States. Data from 30 million US businesses and executives and 220 million US residents can be searched, emailed, downloaded, or printed.

With AtoZdatabases, you can find a business profile, a person, sales leads, and mailing lists. If you are not sure where to get started with these features, AtoZdatabases has video tutorials to help! Just click "Intro Videos" on the top menu bar to find them. Videos are just a few minutes long and walk you through the process of how to perform searches for various categories.

Also included in Intro Videos are "How to do a Job Search," "How to Interview," and "How NOT to Interview" to help you succeed with your job hunt. AtoZdatabases pulls its job search results from indeed.com. You can search from the home page with a simple keyword or location search. You can also narrow your search by selecting the type of employment you are looking for, whether it be full time, part time, temporary or an internship. Advanced search options are also available where you can exclude staffing agency jobs or filter to only view the newest job postings.

Other job hunt resources on AtoZdatabases include "Job Tips- 3 Steps to Get a Job" which details step by step the process of applying and interviewing for jobs. From tips to finding your strengths and weaknesses to researching companies to find a job at the right company, Step 1 is all about doing your homework. Step 2 includes resume, cover letter, and references templates and examples to help you create the best set, customized for the job you are applying for. Step 3 includes interview questions, video guides, and instructions for interview follow up.

All these features can be accessed from your home. Simply follow the link to AtoZdatabases from the Digital Library page of our website, cplconnect.us, and login with your library card number.

Don't have a library card but want to use AtoZdatabases and other online resources? Get your free library card today if you live, work, or attend school in Platte County. Just bring a photo ID and proof of address to the Columbus Public Library to get your library card. If you don't qualify for a free library card you can pay a $40 annual fee for cardholder privileges. Computer Use cards are also an option if you don't qualify for a free library card. Computer Use cards are free to obtain and will allow cardholders to use computers in the library, along with all of our online resources.