



Gail Borden

Public Library
District

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information

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Company Research & Library Databases

Company Research

Looking for information about companies you are applying to will give you an edge over your competition. You can use these details in your cover letter and other contact with the company to convey genuine interest. Try to find out such details as: the company history, current and other locations, competitors, names of management, and projects. Unable to track down anything? Call the company, explain you are applying for a position, and request an annual report (If a job posting specifically says "no phone calls" you may want to be strategic about mentioning you are applying for a position).

Library Databases for Job Hunting

1. **Reference USA.** This is a great resource for learning the details about a company such as: contact and location information, management, expenditures, competitors, and demographics. Looking for a list of local businesses in a certain industry? This is the database to use!
2. **Learning Express Library.** This databases requires a login for full use; register if you are a new user. The left menu "Job Search and Workplace Skills" will allow you to search for "courses" and add them to "My Center." You may either start the course immediately or continue adding items to "My Center."
3. **Testing and Education Reference Center.** Use Internet Explorer to access this database. This databases requires a login for full use; register if you are a new user. Choose from Career menu at the top to select an activity. Highlights include the Resume Builder and Professional Development Programs.

Business Letter Writing

Correct formatting when writing business letters is essential. A proper cover letter will demonstrate to a potential employer you have good business letter writing skills which will also benefit you on the job. Know the difference between Block and Modified Block styles. Your cover letter should conform to one of these styles.

Links

- <http://owl.english.purdue.edu/owl/resource> click "Professional, Technical, and Job Search Writing" then scroll down and click "Writing the Basic Business Letter"
- <http://www.savvy-business-correspondence.com>

Tips

- Check your spelling and grammar. Most word processors have one built in.
- Ask someone else to proofread your work. The computer isn't perfect and won't catch everything! True proofreading deals with organization, structure, and word usage.
- Be sure your letter is going to the correct person. Double check the name and contact information.