LearningExpress Library:
Your One-Stop Educational and Career Resource

KDLA Library Services 2019

Introduction
CAREER CENTERS

- Career Preparation
- Job & Career Accelerator
- Computer Skills Center
- Recursos Para Hispanohablantes

EDUCATION CENTERS

- Adult Core Skills
- School Center
- GED Test Prep Center
- College Admissions Test Preparation
- College Students

Start at kdla.ky.gov
Career Centers

Career Preparation

Make your work goals a reality—start a new career or advance in your current field.
Build strong resumes and convincing job letters.
Follow the steps in tools below.

Resume Writing Tips
- Create multiple versions of your resume and adapt your experience for each position you apply.
- Be brief and stay focused when writing about your work history and qualifications.
- Highlight your accomplishments as well as your responsibilities.
- Use resume keywords that match specific job and industry requirements to help you get noticed.
- Use powerful action words and phrases to stand out from the competition.
- Make your resume viewable by posting on LinkedIn and sharing on Facebook.
- Always proofread and spell check your resume before sending it out.
Your search for Truck driver jobs & careers in Lexington, KY returned 70 results.

Experienced CDL-A Flatbed Truck Driver  
Celadon Trucking Services - Company Truck Driver - Solo -  
Frankfort, KY  
LOOKING FOR RESPECT AND OPPORTUNITY? LOOK TO CELADON. Premier Equipment • Includes Leading Pay • 24/7 Dedicated Support • PREMIER EQUIPMENT Company Equipment.

13 days ago

Experienced CDL-A Solo Company Truck Driver  
Celadon Trucking Services - Company Truck Driver - Solo -  
Frankfort, KY  
CELADON DRIVES YOUR SUCCESS Premier Equipment • Consistent Freight • Dedicated Support • PREMIER EQUIPMENT Company Equipment 2015 or newer International

14 days ago

Class A CDL Owner Operator - Commercial Truckload  
Adus - Lexington, KY  
Truck Driver Compensation. Are you an owner operator driver who is looking for no touch freight and competitive pay?

30+ days ago
**Occupation Card: Heavy and Tractor-Trailer Truck Drivers**

**Summary, Wages and Trends**

**Occupation Description**
Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license.

**Wages and Trends**

<table>
<thead>
<tr>
<th></th>
<th>United States</th>
<th>Kentucky</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Salary</td>
<td>$28,820</td>
<td>$28,810</td>
</tr>
<tr>
<td>Number Employed</td>
<td>1,791,830</td>
<td>29,220</td>
</tr>
<tr>
<td>Projected Growth</td>
<td>+13.0%</td>
<td>+7.7%</td>
</tr>
<tr>
<td>Job Openings</td>
<td>46,473</td>
<td>660</td>
</tr>
</tbody>
</table>

Projections are based on period 2012-2022.

*Job Openings refer to the average annual job openings due to growth and net replacement.

Source: Bureau of Labor Statistics and state governments

**Knowledge, Skills and Abilities**

**Tasks and Activities**

**Explore Occupations**

Find a Career Match

- Search for Jobs and Internships

Tools to Get Hired

- Career Library
- College Finder
Computer Skills Center

Video courses to learn popular software and computer basics.
Get Started with the Internet

Popular Software Tools

- Microsoft Access
  - Access 2013
  - Access 2016

- Microsoft Excel
  - Excel 2016
  - Excel 2013
  - Excel 2010
  - Excel 2007

- Microsoft OneDrive

- Microsoft Outlook
  - Outlook 2013
  - Outlook 2010

- Microsoft PowerPoint
  - PowerPoint 2016
  - PowerPoint 2013
  - PowerPoint 2010
  - PowerPoint 2007

Learn Computer Graphics and Illustration

Microsoft Excel 2016 Advanced
This video course was created by certified instructors to teach experienced users of Excel 2016 how to take advantage of its advanced features. The course includes step-by-step instruction that makes mastering Excel easy.

Microsoft Excel 2016 Basic
This video course was created by certified instructors specifically for users who are new to Excel 2016. It includes hands-on practice and interactive content designed to make learning the basics of the program easy.

Microsoft Excel 2016 Intermediate
This video course was created to teach some of the more advanced features of Excel 2016 to users already familiar with the program. It includes hands-on practice and interactive content designed to make learning the program easy.
Hello, and welcome to the Microsoft Excel 2016 Basic course. My name is Shern Tingle and I'll be your instructor. I'm a Microsoft certified trainer, a Microsoft partner, and I'm also certified at the highest levels in Excel 2016. I was actually one of the first people to pass the Microsoft Excel 2016 certification test. I've not only been using the most recent version of Excel, but I've been using Excel since it became available in Windows. I'm looking forward to sharing the many useful tips and techniques that you will learn in this course.

In this course, we're going to start off with applying selection and viewing techniques. Next, we'll be utilizing data entry and editing techniques. Then, we'll be working with Excel data, followed by creating an Excel worksheet. Then, you will be performing calculations. And lastly, you will finish up with finishing details. By the time you finish this course, I know you'll have a solid understanding of Microsoft Excel's basic tasks, and you'll be prepared to develop those highly professional and highly spreadsheets that you need in your personal and professional world. Thanks for watching, and let's go get started with Excel 2016.
Recursos Para Hispanohablantes
Herramientas de aprendizaje, carrera y estudios en español

- Mejore sus habilidades escritas, orales y gramaticales
- Sea mejor lector
- Desarrolle sus habilidades matemáticas
- Prepárese para el examen de GED®
- Sea ciudadano estadounidense

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Education Centers

Adult Core Skills
Achieve your personal education and career goals.
Tutorials

High School Math Tutorials Topics to CCSS Maps

Here you'll find links to maps detailing how each high school math tutorial relates to the CCSS.

- High School Algebra Tutorial
- High School Functions Tutorial
- High School Geometry Tutorial
- High School Number and Quantity Tutorial
GED® Test Prep Center
Practice tests and eBooks to help you earn your general equivalency diploma.
Introduction: About the GED®—What is the GED® Test?

The GED® test measures how well you understand high school-level math, reading, writing, science, and social studies. Passing the GED® test proves you have a high school-level education, and you will earn a high school credential.

You should choose to take the GED® test if you would like to receive a high school credential, but you are unable to or you do not want to complete the graduation requirements at a traditional high school.

The GED® test is available to take in both English and Spanish.

College Admissions Test Preparation

Prepare for important exams like the ACT®, SAT®, AP® Tests, and more.
College Students

Achieve your undergrad goals and prepare for future success.
Analyze An Issue

6 While presenting an organized and persuasive analysis of the assigned issue, this response will possess the following qualities:
- a conspicuously expressed, articulate position on the issue;
- a thorough development of the position, utilizing plausible and potent arguments and illustrations;
- maintains a lucid and coherent arrangement of ideas;
- imparts ideas with adroit use of language;
- exhibits an adept understanding of the conventions of written English.

5 While presenting an organized and contemplative analysis of the assigned issue, this response will possess the following qualities:
- a conspicuously expressed, thoughtful position on the issue;
- uses pertinent arguments and illustrations to explicate the position;
- maintains a lucid and coherently structured arrangement of ideas;
- imparts ideas with the skillful use of language; exhibits an adept understanding of the conventions of written English.

4 While presenting an organized and able analysis of the assigned issue, this response will possess the following qualities:
- a conspicuously expressed position on the issue;
- uses subtle arguments and illustrations to explicate the position;
- a coherent and methodical arrangement of ideas;
- imparts ideas with competent use of language;
- exhibits a competent understanding of the conventions of written English.

3 While presenting an organized and credible analysis of the assigned issue, this response presents some vestiges of capable organization and able analysis of the assigned issue. It will possess some, if not all of, the following characteristics:
- a poor elucidation of a vacuous position on the issue;
- makes use of tenuous arguments or relies predominantly on questionable assertions;
- displays an inadequate degree of concentrated attention and organization.

ANY QUESTIONS?
Thank You for Attending

Contact KDLA with Your ???’s

Phone –
  502-564-8306
  or 1-800-928-7000, option #3

Ask a Librarian Form –
  http://kdla.ky.gov/employees/sgasklib/Pages/default.aspx

Visit Us –
  Location: 300 Coffee Tree Rd, Frankfort
  Hours: 9:00am to 4:00pm Monday-Friday