



# Northwest Library

## Careers and Employment

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### REFERENCE SOURCES: Encyclopedias / Dictionaries / Handbooks

<u>Book of Majors 2010</u>	Ref. LB2361.5 .B66 2009
<u>Career Discovery Encyclopedia</u>	Ref. HF5381.2.C37 2009
<u>Dictionary of Occupational Titles</u>	Ref. HB2595.D53 2007
<u>Encyclopedia of Careers and Vocational Guidance</u>	Ref. HF5381.E52 2011
<u>Ferguson Career Resource Guide for Women and Minorities</u>	Ref. HF5382.65 .F46 2006
<u>Ferguson Career Resource Guide for People with Disabilities</u>	Ref. HV1553 .F47 2006
<u>Handbook of U.S. Labor Statistics</u>	Ref. HD8064 .H38 2010
<b><u>Occupational Outlook Handbook</u></b>	Ref. HF5382.5.U5 2012-13
<u>The Top 100: the Fastest-Growing Careers for the 21<sup>st</sup> Century</u>	Ref. HF5382 .T59 2009

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### ONLINE CATALOG: To search for books or audio-visual materials.

To search by KEYWORDS:

Use words and Boolean operators (and, or, not);

Example: **Careers** and **Jobs**

**Careers** or **Vocational Guidance**

To search by SUBJECT:

Use subject headings such as:

**Vocational Guidance**

**Occupations**

**Job Hunting**

**Accounting-Vocational Guidance**

To search by TITLE:

Type the title of a series called **Opportunities in...**, or **Careers in...**, or **Careers in Focus ...**  
to find circulating books on a variety of occupations.

### ELECTRONIC DATABASES: For journal, magazine and newspaper articles

#### Under Career and Testing

- Job and Career Accelerator
- Learning Express Library
- Vocational and Career Collection
- Vocations, Career and Technical Education Collection

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## CAREER AND EMPLOYMENT WEBSITES:

### **CareerOneStop:**

Find your state job bank, sponsored by the U. S. Department of Labor.

<http://www.jobbankinfo.org>

### **Careermag.com:**

Search for jobs and get your resume posted on-line.

[http://www.careermag.com:](http://www.careermag.com)

### **Careers.org:**

Jobs listed by state and additional links to major job search sites.

<http://www.careers.org>

### **Job Choices:**

Offers resume samples, employer info, and job search tools.

<http://jobchoicesonline.com>

### **Minority Professional Network:**

Read Career Minority News and search the opportunities board.

<http://minorityprofessionalnetwork.com>

### **Monster:**

Search for jobs by state, city, international and or by company.

<http://www.monster.com>

### **Monster College:**

Resource for college students to find their first job.

<http://www.college.monster.com>

### **NowHiring:**

Job advise, planning for the future, job search, resume tips, and the interview.

<http://www.nowhiring.com>

### **Occupational Outlook Handbook:**

Information from the U.S. Dept. of Labor: Bureau of Labor Statistics

<http://www.bls.gov/oco>

### **True Careers:**

Search jobs, post resumes, industry news, and career resources.

<http://www.truecareers.com>

**For additional librarian recommended websites, visit <http://www.epcc.edu/library>, click on *Helpful Internet Websites*, then on *Career and Employment* link.**