Job Hunting and Career Development Resources

Online Resources: Books

To search for books and other materials in the Edward G. Schumacher Library, go to [https://nc.edu/explore-nc/library](https://nc.edu/explore-nc/library) and search the “Oasis Online Catalog.” You may search by title, author, and subject. The “call number” in the item record indicates its location on the Library shelves.

Your Student I.D. card serves as your Library card. Ask any Library staff member for help in locating materials. Books are checked out for a three-week period and may be renewed in person, by telephone or by email to library@nc.edu.

To search for books from other libraries, you may use the FirstSearch online catalog. Go to [https://newfirstsearch.oclc.org](https://newfirstsearch.oclc.org) and search by title, author, and subject. Please contact Library staff for the username and password to use (library@nc.edu). Please see Library staff to arrange for interlibrary loans. You will be notified by telephone when your books arrive.

Online Resources: Full-Text Articles

**Link directly to EBSCOhost and ProQuest from the Library’s online catalog.**

Choose “EBSCOhost Web” and select relevant databases. EBSCOhost may also be accessed remotely at the following web address: [https://search.ebscohost.com](https://search.ebscohost.com). Please contact Library staff for the username and password to use (library@nc.edu).

The ProQuest online database contains full-text articles from a variety of journals. ProQuest may be accessed in the library or remotely at [https://search.proquest.com](https://search.proquest.com). Please contact Library staff for the username and password to use (library@nc.edu).
Examples of subjects to use when searching for books or articles

<table>
<thead>
<tr>
<th>Careers</th>
<th>Job hunting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resumes</td>
<td>Cover letters</td>
</tr>
<tr>
<td>Career development</td>
<td>Name of profession (example: nurses)</td>
</tr>
<tr>
<td>Employment interviewing</td>
<td>Vocational guidance</td>
</tr>
</tbody>
</table>

The “Advanced/Enhanced Search” option in catalogs and databases allows combinations of subject terms.

Selected Reference Books

REFERENCE/331.7/OCCUPATIONAL
Occupational Outlook Handbook  (Available online at www.bls.gov/ooh)

REFERENCE/331.702/ENCYCLOPEDIA
Encyclopedia of careers and vocational guidance

REFERENCE/650.14/FARR
100 fastest growing careers

Selected Circulating Books

331.702/PHIFER  Great careers in 2 years
610.69/EXPLORING  Exploring healthcare careers
610.69/JOB  Job readiness for health professionals
610.69/MCCUTCHEON  Exploring health careers
650.1/ANDERSON  Professionalism: skills for workplace success
650.14/BOLLES  What color is your parachute?
650.14/FARR  15 minute cover letter
650.14/FARR  Next day job interview
650.14/GETTING  Getting a government job: the civil service handbook
650.14/NOBLE  Gallery of best resumes

General Career Information Websites

http://www.bls.gov/ooh  U.S. Department of Labor
http://www.careeronestop.org  U.S. Department of Labor
http://www.onetonline.org  U.S. Department of Labor
http://portal.ilcis.intocareers.org  User Name: Illinois/Password: careers
https://www.moneygeek.com/careers  Career guides & salary information
http://www.wetfeet.com  Interviewing, career planning, salaries
http://www.myskillsmyfuture.org  Learn how skills may transfer to careers
http://www.learnhowtobecome.org/career-resource-center/
Health-related Career Information Websites

http://www.healthcarepathway.com
http://www.explorehealthcareers.org
http://www.bls.gov/ooh/healthcare
http://www.publichealth.org/careers
http://www.google.com  “Google” your career title + “association”
(ex.: dental assistant + association)

Company/Organization Websites

Official websites for companies and other organizations may have direct links to employment applications. Look for ‘Careers’ or ‘Employment’ links online.
Examples:  Go to www.traderjoes.com and click on ‘Careers’
Go to www.advocatehealth.com and click on ‘Find a Job’

Job Listings: Search for jobs by category and location

https://www.linkedin.com/jobs  Search for jobs and internships
https://www.linkedin.com/salary
https://www.linkedin.com/profinder/pros  Connects freelancers with projects
http://www.linkup.com
http://www.vault.com
http://www.socialservice.com
http://www.simplyhired.com
http://www.npo.net
http://www.indeed.com
http://www.glassdoor.com
http://www.higheredjobs.com
http://www.simplyhired.com
http://www.sologig.com
http://www.snagajob.com
http://www.dice.com
http://www.careerbuilder.com
http://www.monster.com
http://www.ziprecruiter.com

Illinois: Job listings, workshops, online computer training, resume tips

http://www.jobsinchicago.com  Local job postings
http://www.illinoisworknet.com  Find jobs, learn computer skills, resumes, etc.
http://www.jobs4people.org  Workforce Services Division of Will County
http://work.illinois.gov  State of Illinois employment opportunities
http://www.ides.illinois.gov  Illinois Department of Employment Security
http://illinoisjoblink.com  Job search and resume posting

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