

**Edward G. Schumacher Memorial Library**  
**Northwestern College**  
**<https://nc.edu/explore-nc/library>**  
**<http://twitter.com/NCSchumacherLib>**  
**Ask Your Librarian: [library@nc.edu](mailto:library@nc.edu)**

## **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> 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](mailto:library@nc.edu).

To search for books from other libraries, you may use the FirstSearch online catalog. Go to <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](mailto: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>. Please contact Library staff for the username and password to use ([library@nc.edu](mailto: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>. Please contact Library staff for the username and password to use ([library@nc.edu](mailto:library@nc.edu)).

## Examples of subjects to use when searching for books or articles

Careers	Job hunting
Resumes	Cover letters
Career development	Name of profession (example: nurses)
Employment interviewing	Vocational guidance

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](http://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

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

## **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](http://www.traderjoes.com) and click on ‘Careers’

Go to [www.advocatehealth.com](http://www.advocatehealth.com) and click on ‘Find a Job’

## **Job Listings: Search for jobs by category and location**

<a href="https://www.linkedin.com/jobs">https://www.linkedin.com/jobs</a>	Search for jobs and internships
<a href="https://www.linkedin.com/salary">https://www.linkedin.com/salary</a>	
<a href="https://www.linkedin.com/profinder/pros">https://www.linkedin.com/profinder/pros</a>	Connects freelancers with projects
<a href="http://www.linkup.com">http://www.linkup.com</a>	
<a href="http://www.vault.com">http://www.vault.com</a>	
<a href="http://www.socialservice.com">http://www.socialservice.com</a>	Job listings of social service organizations
<a href="http://www.simplyhired.com">http://www.simplyhired.com</a>	
<a href="http://www.npo.net">http://www.npo.net</a>	Job listings of non-profit organizations
<a href="http://www.indeed.com">http://www.indeed.com</a>	
<a href="http://www.glassdoor.com">http://www.glassdoor.com</a>	
<a href="http://www.higheredjobs.com">http://www.higheredjobs.com</a>	Job listings of educational institutions
<a href="http://www.sologig.com">http://www.sologig.com</a>	Job listings, IT & engineering positions
<a href="http://www.snagajob.com">http://www.snagajob.com</a>	
<a href="http://www.dice.com">http://www.dice.com</a>	Professional technology jobs only
<a href="http://www.careerbuilder.com">http://www.careerbuilder.com</a>	
<a href="http://www.monster.com">http://www.monster.com</a>	
<a href="http://ziprecruiter.com">http://ziprecruiter.com</a>	

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

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