**Edward G. Schumacher Memorial Library**

**Northwestern College**

**https://nc.edu/explore-nc/library** [**http://twitter.com/NCSchumacherLib**](http://www.careerbuilder.com)

**Ask Your Librarian: 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**](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**

|  |  |
| --- | --- |
| **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)**

**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**](http://www.bls.gov/ooh) **U.S. Department of Labor**

[**http://www.careeronestop.org**](http://www.careeronestop.org) **U.S. Department of Labor**

[**http://www.onetonline.org**](http://www.onetonline.org) **U.S. Department of Labor**

[**http://portal.ilcis.intocareers.org**](http://portal.ilcis.intocareers.org) **User Name: Illinois/Password: careers**

[**https://www.moneygeek.com/careers**](https://www.moneygeek.com/careers) **Career guides & salary information**

[**http://www.myskillsmyfuture.org**](http://www.myskillsmyfuture.org) **Learn how skills may transfer to careers**

[**http://www.learnhowtobecome.org/career-resource-center/**](http://www.learnhowtobecome.org/career-resource-center/)

**Health-related Career Information Websites**

[**http://www.healthcarepathway.com**](http://www.healthcarepathway.com)

[**http://www.explorehealthcareers.org**](http://www.explorehealthcareers.org)

[**http://www.bls.gov/ooh/healthcare**](http://www.bls.gov/ooh/healthcare)

[**http://www.publichealth.org/careers**](http://www.publichealth.org/careers)

[**http://www.google.com**](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.proquest.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**

[**https://www.linkedin.com/jobs**](https://www.linkedin.com/jobs) **Search for jobs and internships**

[**https://www.linkedin.com/profinder/pros**](https://www.linkedin.com/profinder/pros) **Connects freelancers with projects**

[**http://www.linkup.com**](http://www.linkup.com)

[**http://www.vault.com**](http://www.vault.com)

[**http://www.socialservice.com**](http://www.socialservice.com) **Job listings of social service organizations**

[**http://www.simplyhired.com**](http://www.simplyhired.com)

[**http://www.npo.net**](http://www.npo.net) **Job listings of non-profit organizations**

[**http://www.indeed.com**](http://www.indeed.com)

[**http://www.glassdoor.com**](http://www.glassdoor.com)

[**http://www.higheredjobs.com**](http://www.higheredjobs.com) **Job listings of educational institutions**

[**http://www.sologig.com**](http://www.sologig.com) **Job listings, IT & engineering positions**

[**http://www.snagajob.com**](http://www.snagajob.com)

[**http://www.dice.com**](http://www.dice.com) **Professional technology jobs only**

[**http://www.careerbuilder.com**](http://www.careerbuilder.com)

[**http://www.monster.com**](http://www.monster.com)

[**http://ziprecruiter.com**](http://ziprecruiter.com)

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

[**http://www.illinoisworknet.com**](http://www.illinoisworknet.com) **Find jobs, learn computer skills, resumes, etc.**

[**http://work.illinois.gov**](http://work.illinois.gov) **State of Illinois employment opportunities**

[**http://www.ides.illinois.gov**](http://www.ides.illinois.gov) **Illinois Department of Employment Security**

[**http://illinoisjoblink.gov**](http://illinoisjoblink.gov) **Job search and resume posting**

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