

## Subject Guide to Job Hunting

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*The sources listed below can be useful in beginning your job search, writing your resume, and preparing for an interview. Also, use the online catalog to find books from the general collection, especially more specialized sources on specific careers and other resume books. Call numbers for the books are provided in each citation.*

### Selected Reference Books

- 📖 **50 Best Jobs for Your Personality.** [HF 5381.15 .F3618 2005 Ref.] This book contains 300 job descriptions for six personality types.
- 📖 **Best Resumes for College Students and New Grads: Jump-Start Your Career!** [HF 5383 .K867 2012 Ref] This book contains examples of resumes and provides information about job hunting topics, such as working toward a career.
- 📖 **Encyclopedia of Career Development.** [HF 5381 .E5165 2006 Ref. 2 volumes] This encyclopedia provides thorough entries on various career-related topics, such as “career strategy” and “job search.”
- 📖 **Encyclopedia of Careers and Vocational Guidance.** [HF5381 .E52 2011 Ref 5 volumes.] This five volume set contains career guidance information, career field profiles, and career articles.
- 📖 **Gallery of Best Cover Letters.** [HF 5383 .N618 2004 Ref.] This book contains over 300 sample cover letters and 23 resumes.
- 📖 **Gallery of Best Resumes.** [HF 5383 .N62 2004 Ref.] This book contains almost 200 sample resumes and thirty cover letters.
- 📖 **Guide to College Majors: Everything You Need to Know to Choose the Right Major.** [LB2361 .G85 2004 Ref.] This book has information pertaining to college majors and finding a job.
- 📖 **Occupational Outlook Handbook.** [HF5381.A1 O36 2013-14 Ready Ref.] This reference book lists the jobs held by 85 percent of Americans with information on growth projections, salaries, necessary education and training, and the nature of the work involved.
- 📖 **O\*NET Dictionary of Occupational Titles.** [HB2595 .O16 2004 Ref] This book contains over 1,100 job descriptions for various occupations such as landscape architecture, occupational therapists, and engineers.

### Selected Databases

- 📖 **Business Source Complete** [EBSCOhost] <sup>Off-Campus Full-Text</sup> Covers all areas of business and economics from over 11,000 journals and magazines and includes author profiles and company reports.
- 📖 **Vocational and Career Collection** [EBSCOhost] <sup>Off-Campus Full-Text</sup> Coverage of 350 journals and magazines geared towards those looking for career and vocational guidance.

Also consult the general databases that cover all subjects, like EBSCOhost’s **Academic Search Premier**.

### Selected Web Sites

- 🌐 **Bureau of Labor Statistics** [<http://www.bls.gov>] – This is the official Web site of the U.S. Bureau of Labor Statistics. On this comprehensive site, you can find information and statistics pertaining to labor topics, such as national compensation data and employment at the local, state, and national levels.
- 🌐 **Careerbuilder.com** [<http://www.careerbuilder.com>] On this Web site, you can search for jobs by title, browse for jobs by categories, post your resume, and find other helpful information.
- 🌐 **Job-hunt.org** [<http://www.job-hunt.org>] On this Web site, you can search for available jobs, create a resume online, and find other helpful information.
- 🌐 **Mississippi Jobs** [<http://mississippi.jobs>] – You can search for a job in Mississippi on this Web site. You can search by location or by type of job.

- 🔗 **National Compensation Survey** [<http://www.bls.gov/ncs>] – You can find information about occupational earnings on this site.
- 🔗 **O\*NET** [<http://online.onetcenter.org>] – This Web site matches skills to particular careers.
- 🔗 **Quintessential Careers** [<http://www.quintcareers.com>] On this Web site, you can search for jobs that are available, post your resume, and find other helpful information.

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