



Job & Career Information Pathfinder

Finding Library Materials

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**occupations
professions
employment**

**vocational guidance
résumés
career development**

**small business
job hunting
home business**

You can also **browse** the following call numbers in the **non-fiction** sections in the library

331.2: conditions of employment 650.1: personal success in business
331.7: occupations & vocational guidance 658: general management

Print Resources

Reference Sources for Career Information

Job Hunter's Sourcebook REF 331.7 JOB 2008
This is an excellent, comprehensive resource providing employment leads to a wide variety of fields and professions. It lists online job sources and services, tradeshow, sources of help-wanted ads, employer directories and networking lists, handbooks, manuals and other sources.

Encyclopedia of Careers and Vocational Guidance REF 531.7 ENC
A reference work in four volumes; Volume 1 lists the industries themselves – their structure, their career paths. Volumes 2-4 present job-specific information, including educational/training requirements.

Occupational Outlook Handbook REF331.7 USB
This resource describes required training, education, earnings, expected job prospects, job descriptions and working conditions of various occupations.

Career Guidance

<i>What Color is your Parachute? 2010</i> by Richard N. Bolles	331.7 BOL
<i>100 Fastest-Growing Careers</i> , by Michael Farr	331.702 FAR
<i>The Princeton Review's Best Entry-Level Jobs</i>	REF 331.702 LIE
<i>The Book of U.S. Government Jobs</i> , by Dennis V. Damp	REF 352.63 BOO
<i>The Boston JobBank</i>	REF 650.1 BOS
<i>The Networking Survival Guide</i> , by Diane Darling	650.13 DAR
<i>The Everything Get-A-Job Book</i> , by Dawn McKay	REF 650.14 MCK

Personal Growth

<i>Courting Your Career</i> , by Shawn Graham, M.Ed.	REF 650.14 GRA
<i>The Smart New Way to Get Hired</i> , by Lisa Caldas Kappesser	650.14 KAP
<i>Thank You For Firing Me!</i> by Kitty Martini and Candice Reed	650.14 MAR

Home Business

<i>How To Start a Home-Based Personal Trainer Business</i> , by Laura Augenti	613.71 AUG
<i>How To Start a Home-Based Photography Business</i> , by Kenn Oberrecht and Rosemary DeLucco-Alpert	658.022 OBE
<i>How To Start a Home-Based Gift Basket Business</i> , by Shirley George Fraizer	658.04 FRA
<i>How To Start a Home-Based Event Planning Business</i> , by Jill Moran, CSEP	658.114 MOR
<i>How To Start a Home-Based Landscaping Business</i> , by Owen E. Dell	712.06 DEL
<i>The Handmade Marketplace: How to sell your crafts locally, globally, and online</i> , by Kari Chapin	745.5068 CHA

Small Business

<i>Business Writing and Communication</i> , by Kenneth W. Davis, Ph.D.	651.7 DAV
<i>Small Business Advisor</i> , by Andi Axman	REF 658.02 AXM

Start Your Own e-Business 658.872 ARD

Start Your Own Graphic Design Business 741.6068 SHE

Resumes and Cover Letters

Federal Resume Guidebook, by Kathryn Kraemer Troutman REF 650.14 TRO

The Quick Resume & Cover Letter Book, by Michael Farr REF 650.142 FAR

Gallery of Best Resumes For People Without a Four-Year Degree 650.142 NOB

Marketing

301 Ways To Use Social Media To Boost Your Marketing,
by Catherine Parker 658.87 PAR

Mature Worker

225 Best Jobs for Baby Boomers, by Michael Farr 331.702 FAR

Finding a Job After 50, by Jeannette Woodward 650.1408 WOO

Internet Resources

Career Information and Exploration

America's Career Infonet <http://www.acinet.org/>

This is a one-stop resource for information about job markets, career resources and job openings. Sponsored by the U.S. Department of Labor, Employment and Training Administration, you can start by learning about career prospects, find a goal position, and then use resume templates to apply. Other tools are available, including an employer locator and job description writing program.

Occupational Outlook Handbook <http://www.bls.gov/oco/>

Also available in print edition, this is a searchable website published by the US Bureau of Labor. See description above. Also available are job search tips and links to job market information by state.

Massachusetts Career Information System <http://masscis.intocareers.org/>

This is an online tool free to all Massachusetts residents. It is designed to provide occupational and educational information to help people make informed career and educational decisions. There is user specific information for middle school students, high school students and adults. To login, match your zip code to your city or town. You can browse information about occupations, and get quick information about each career, such working conditions, required licensing and certifications, employment outlook, and helpful preparation.

Websites with Job Listings

Monster: Over the years, this site has been expanding its operations throughout the world and is one of the most popular job sites. As the name suggests, Monster has a gigantic database and it is increasingly making its website presence felt in many aspects of life. Monster is a mammoth job site which is a favorite among recruiters as well

Indeed: The interface is quite simple and like Google. The site is easy to understand and heavily relies on the power of search and keywords.

CareerBuilder: The site is one of the few job search sites that also provide tips to improve one's prospects of getting a job

Other Library Resources

The Reference Librarian can help you search for a job on the Internet, plan your career, find an internship, scholarship or educational opportunity. There is a job and career information center in the library, with job and career reference books. In addition, the library hosts workshops and speakers on job topics, such as resume writing and networking groups.

The Whitman Public Library is located at 100 Webster Street, Whitman, MA 02382; phone: 781-447-7613; email: info@whitmanpubliclibrary.org