

### NYS Department of Labor

<http://www.labor.state.ny.us/>

Research occupations at “Career Zone” ([www.careerzone.ny.gov](http://www.careerzone.ny.gov)) or identify and apply for NYS employment opportunities at “Job Zone” ([www.jobzone.ny.gov](http://www.jobzone.ny.gov)).

### Occupational Outlook Handbook

<http://www.bls.gov/oco/>

This is a free Internet version of the popular print guide that describes careers and career prospects.

### Onondaga County Public Library Job & Career Resources

[http://www.onlib.org/web/serv\\_coll/job\\_resources/index.htm](http://www.onlib.org/web/serv_coll/job_resources/index.htm)

Learn about job-related materials and programs at the Central Library, link to an array of career web sites, and discover organizations and resources available in this area to support job seekers.

### The Riley Guide

<http://www.rilevguide.com/>

The Riley Guide assists job seekers to maximize the use of the Internet to locate employment and career information and services.

### USAJOBS

<http://www.usajobs.gov/>

Official job site of the US Federal Government, this is a one-stop source for Federal jobs and employment information.



### Wall Street Journal Careers

<http://online.wsj.com/public/page/news-career-jobs.html>

Find a new career or read about employment trends, strategies for job seekers, and tips for ‘making it’ in the workplace.

Check out these links and more at

<http://www.onlib.org/web/databases/index.htm>

Look for other Collection Guides, available at the DeWitt Library or online at [www.dewlib.org](http://www.dewlib.org). Collection Guides are your introduction to some of the best titles the DeWitt Community Library has to offer.

## DCL Collection Guide

# Career Resources

Whether you’re looking for a new job, planning life after school, or changing careers, the DCL has the resources to help you reach your goals.

And look inside to learn about our  
*Career Connections Services!*



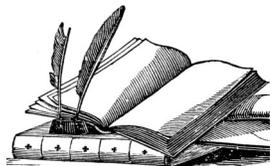
Visit the DeWitt Community Library  
or check the online catalog through our website:

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

# Career Resources

## Career Connections Services at the DCL

In addition to the resources listed in this guide, the DCL offers one-on-one resume/cover letter tutorials and a 'fully loaded' career laptop for in-house use. Ask at the Reference Desk for more information.



**Books** on choosing a career, preparing resumes and covers letters, building interviewing skills, and changing careers.

## CAREERS AND VOCATIONAL GUIDANCE

### Series - Ferguson Career Opportunities

Call numbers vary. Careers & Employment section.

Computer Industry, Fashion Industry, Health Care, The Internet, Music, Video Games and Multimedia, Library and Information, Real Estate, Retail and Wholesale Industry, Science, and Sports.

### Series - Ferguson Career Ideas for Teens

Call numbers vary. Careers & Employment section.

Architecture and Construction, Arts & Communication, Education and Training, Government and Public Service, Health Science, Information Technology, Law & Public Safety, Manufacturing.

Bolles, Richard Nelson.

### What Color Is Your Parachute? : A Practical Manual for Job-Hunters and Career-Changers.

Berkeley, Calif. : Ten Speed, c2014.

NEW 650.14 BOL 2014 Careers & Employment

The gold standard of career guides, this best-selling book is a starting point for job seekers as well as those interested in changing careers.

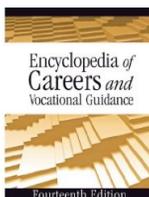


### Encyclopedia of Careers and Vocational Guidance.

Ferguson Publishing Company, c2008.

R 331.702 ENC VOL 01 (5 volumes – in-Library use only)  
Careers & Employment

This comprehensive reference work includes easy-to-find information about almost 1000 occupations.



## Internet Resources

### AARP.org Job Search Engine

<http://jobs.aarp.org/>



This is a free service that allows you to search for opportunities with thousands of employers that are seeking the skills and experience of workers age 50+.

### Employment Spot

<http://www.employmentspot.com/>



Although a commercial site, this resource offers free access to articles, tips, strategies and links on all aspects of job hunting.

### Essential NY Jobs

<http://www.essentialnyjobs.com/>

EssentialNYJobs.com is a free job search resource to help you locate job opportunities in the Upstate New York Region and statewide.

### Job-Hunt.org

<http://www.job-hunt.org/>



Recognized by

*U.S. News and World Report, Forbes and PC Magazine*, Job-Hunt is a portal to information about employers, careers and successful job hunting. You can now follow the site on Twitter, and Facebook

### Job Hunter's Bible

<http://www.jobhuntersbible.com/>

A companion site to the perennial bestselling book, "What Color is Your Parachute," this site is an easy-to-use and well organized guide to career information on the Internet.

*Continued on next page.*

# Career Resources

*To locate additional titles in these subjects at the DeWitt Community Library or the OCPL system, search by 'Subject' in the online catalog using these headings:*

Career changes  
Cover letters  
Employment interviewing  
Job hunting  
Occupations -- Handbooks, manuals, etc.  
Résumés (Employment)  
Vocational guidance

## DCL Databases

DCL Databases can be accessed at the Library or, in some cases, from your home or office computer. All you need is a valid Library Card and a pin number. Log onto <http://www.dewlib.org> and click on the Research Page to access any of the databases below:

## Business Information

Contains company profiles, investment reports, company histories, chronologies and periodicals that can assist the job seeker to find accurate and current business information on thousands of global companies.

## Newspaper Databases

Indexes and full-text databases of local, state and national newspapers (scope of coverage varies by database). Includes:

*Infotrac Custom Newspapers*  
*Infotrac New York State Newspapers*  
*National Newspaper Index*



Access to local newspapers (*Utica Observer Dispatch*, *Rochester Democrat and Chronicle*, and *Syracuse Post-Standard*)

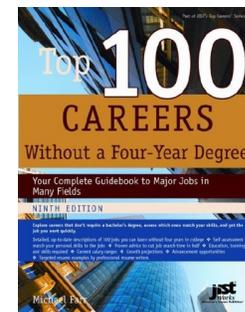
Farr, J. Michael

### **Top 100 Careers Without a Four-Year Degree**

Indianapolis, IN : JIST Pub., c2012.

NEW 331.702 FAR Careers & Employment

Learn about more than 100 careers that don't require a bachelor's degree. Includes information about salaries, outlook, and education/skills needed for each career.



Shatkin, Laurence, Ph.D.

### **150 Best Jobs for Your Skills, 2nd ed.**

Indianapolis, IN : JIST Pub., c2012.

331.702 SHA Careers & Employment

Assess your skills, discover your best working self and what you have to offer an employer. Good to know for effective resume development.

### **Occupational Outlook Handbook, 2013-2014**

St. Paul, MN : Jist Works, c2013.

331.702 OCC Careers & Employment (*see also* Internet version)

Includes: green jobs information; personality-career quiz; best jobs list; descriptions for more than 340 jobs; information on labor market trends.

### **Young Person's Occupational Outlook Handbook, 7<sup>th</sup> ed.**

Indianapolis, IN : JIST Works, c2010.

Teen Non-Fiction YA 331.702 YOU

Adapted from the more comprehensive Occupational Outlook Handbook (above), this work is a concise and readable guide for young adults on eleven occupational areas.

Shatkin, Laurence, Ph.D. and The Editors @ JIST

### **50 Best College Majors for a Secure Future**

Indianapolis, Ind. : Jist Works, c2010.

378.2/41 SHA Careers & Employment

50 Best College Majors for a Secure Future guides the reader to the 50 best college majors that connect to more than 100 recession-proof careers.

For more books on **Careers & Employment** visit the DeWitt Community Library or check the online catalog through our website: [www.dewlib.org](http://www.dewlib.org)

# Career Resources

## RESUMES & COVER LETTERS

Criscito, Pat.

**Barron's How to Write Better Résumés and Cover Letters.**

Hauppauge, N.Y. : Barron's, c2003.

650.14/2 CRI Careers & Employment

Here's the brand-new approach that will propel you toward career success in today's job market

Kursmark, Louise M.

**Same Day Resume, Write an Effective Resume in an Hour, 3rd ed.**

St. Paul, MN : JIST Works, c2012.

650.142 KUR Careers & Employment

Now in its 3rd edition, this classic will show you how to create a resume in an hour and an improved resume in about half a day. Many examples included.

Noble, David F., Ph.D.

**Gallery of Best Resumes (see also, Gallery of Best Cover Letters)**

St. Paul, MN : JIST Works, c2012.

650.142 NOB Careers & Employment

Showcase collections representing the very best creations of professional resume writers.

## NEW JOB MARKET / LINKEDIN SOCIAL NETWORKING

Holland, William R.

**Cracking the New Job Market: The 7 Rules for Getting Hired in Any Economy**

Indianapolis, IN : JIST Pub., c2012.

650.14 HOL Careers & Employment

Your résumé : it's about the value you create -- Use social media and other sites for job leads -- and much more!

Alba, Jason

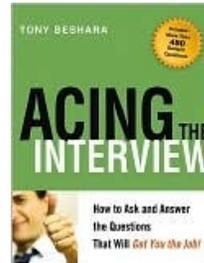
**I'm on LinkedIn--now what??? : a guide to getting the most out of LinkedIn /**

Cupertino, CA : HappyAbout.info, c2011. 3rd ed.

650.14028 ALB Careers & Employment

Business networking and career development essential tool to learn.

## JOB INTERVIEWS



Beshara, Tony.

**Acing the Interview : How to Ask and Answer the Questions that Will Get You the Job!**

Prince Frederick, MD : Recorded Books, 2008.

CD 650.14 BES Audiobooks Non-Fiction

Be prepared for even the toughest and least expected interview questions. Beshara also addresses job offers and negotiations for after you land the perfect job.

DeBack, Alan

**Get Hired in a Tough Market:**

**Insider Secrets to Find & Land the Job You Need**

New York : McGraw-Hill, 2010

650.144 BLA Careers & Employment

Filled with worksheets, checklists, templates, and examples to help you prepare a persuasive presentation to prospective employees.

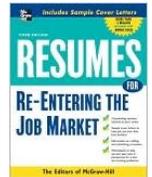
## CHANGING CAREERS

**Resumes for Re-Entering the Job Market.**

New York : McGraw-Hill, c2008.

650.14 RES New Non-Fiction (Careers & Employment)

If you haven't written a resume lately, learn how to use your skills and experience to get you back into the job market. Includes helpful worksheets and model documents.



Mangelsdorf, Martha E.

**Strategies for Successful Career Change : Finding Your Very Best Next Work Life.**

Berkeley [Calif.] : Ten Speed Press, c2009.

NEW 650.14 MAN

Practical strategies for changing careers, plus inspiring stories of people who have made the leap into a new career.