



Learning Resource Center
Cape Fear Community College
Wilmington, North Carolina

Selected Career & Job Searching Resources

Print Resources:

General:

Career information center.

Reference HF 5382.5 .U5 C32

Career transitions.

Reference HF 5384 .G663 1999

Encyclopedia of careers and vocational guidance.

Reference HF 5381 .E52

North Campus Reference HF 5381 .E52

Job hunter's sourcebook.

Reference HF 5382.7 .J62

North Campus Reference HF 5382.7 .J62

Pathways to career success for minorities.

Reference LC 3727 .P27 2000

Pathways to career success for women.

Reference HF 5382.65 .P38 2000

Professional careers sourcebook.

Reference HF 5382.5 .U5 P76

North Campus Reference HF 5382.5 .U5 P76

Quick guide to college majors and careers.

Reference LB 2361.5 .S53 2002

Vocational careers sourcebook.

Reference HF 5382.5 .U5 V62

What color is your parachute?

HF 5382.7 .B64

Health:

Health careers today.

Reference R 690 .G47

Legal:

Career opportunities in law and the legal industry.

North Campus Reference KF 297 .E245 2002

Outlook:

America's fastest growing jobs.

North Campus Reference HD 5724 .A583 2003

America's top jobs for people without a four-year degree: detailed information on 190 good jobs in all major fields and industries.

Reference HD 5724 .F27 2003

Best jobs for the 21st century.

Reference HF 5381.15 .F37

Career guide to America's top industries.

Reference HF 5382 .C25

Occupational outlook handbook.

Ready Reference HF 5381 .U62

Top 100 careers without a four-year degree: your complete guidebook to major jobs in many fields.

Reference HF 5382.5 .U5 F375 2009

North Campus Reference HF 5382.5 .U5 F375 2007

Resumes & Cover Letters:

Cover letter magic: trade secrets of professional resume writers.

HF 5383 .E4787 2004

Cover letters that knock'em dead.

HF 5383 .Y378 2003

Get the interview every time: Fortune 500 hiring tips for writing winning resumes and cover letters.

HF 5383 .G7235 2004

High impact resumes and letters: how to communicate your qualifications to employers.

HF 5383 .K7 2003

The resume handbook: how to write outstanding resumes & cover letters.

HF 5383 .R67 2003

Resumes that knock'em dead.

HF 5383 .Y38 2003

Salaries:

The American almanac of jobs and salaries.

North Campus Reference HD 8038 .U5 A68

American salaries and wages survey.

North Campus Reference HD 4975 .A447

Testing:

Handbook of psychological assessment.

BF 176 .G76 1997

Tests: a comprehensive reference for assessments in psychology, education, and business.

Reference BF 176 .T43

The ... Mental measurements yearbook.

Reference Z 5814 .P8 B932

E-Books:

[Cover letter magic: trade secrets of professional resume writers](#). 2007. (Netlibrary eBook) – Search CFCC’s Online Catalog for more details.

[Expert Resumes for People Returning to Work](#). 2008. (Netlibrary eBook) – Search CFCC’s Online Catalog for more details.

[Gallery of Best Résumés: A Collection of Quality Résumés By Professional Résumés Writers](#). 2007. (Netlibrary eBook) – Search CFCC’s Online Catalog for more details.

[Get That Job: Interviews: How to Keep Your Head and Get Your Ideal Job](#). 2007. (Netlibrary eBook) – Search CFCC’s Online Catalog for more details.

[Guide to Internet Job Searching](#). 2008. (Netlibrary eBook) – Search CFCC’s Online Catalog for more details.

[Handling Tough Job Interviews: Be Prepared, Perform Well, Get the Job](#). 2007. (Netlibrary eBook) – Search CFCC’s Online Catalog for more details.

[How to Answer Hard Interview Questions : and Everything Else You Need to Know to Get the Job You Want](#). 2008. (Netlibrary eBook) – Search CFCC’s Online Catalog for more details.

[How to master psychometric tests: expert advice on test preparation with practice questions from leading test providers](#). 2008. (Netlibrary eBook) – Search CFCC’s Online Catalog for more details.

[How to Succeed at Interviews](#). 2008. (Netlibrary eBook) – Search CFCC’s Online Catalog for more details.

Internet Resources:

Career Advice, Skills Assessment & More:

Best Careers (From USNEWS.COM) – This site includes information on the top careers including salary information, job market outlook, degree requirements, and tips for new grads.

<http://www.usnews.com/money/careers/>

Career Planning Resources – A comprehensive site including assessment resources, careers outlook information, job searching tips, and much more (from About.com).

<http://careerplanning.about.com/>

Career Testing and Assessment Center – A module from CareerOneStop to help job seekers assess their skill and interest levels to aid in making better career decisions.

<http://www.careeronestop.org/TESTING/TestingAssessmentHome.asp>

Guide To Your Career – This online guide is based on Alan Bernstein's personal experience and professional research on making a career change. It will help you evaluate your reactions to work and decide what to do next.

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

InDemand Magazine – Each issue explores careers in a different high growth industry. Provides interesting and relevant information about career opportunities, education and the skills needed for various jobs. Offers resources to explore careers and tips about how to build successful futures.

<http://www.careervoyages.gov/indemandmagazine-main.cfm>

The Job Hunters Bible – Career and employment information from Richard Bolles, author of WHAT COLOR IS YOUR PARACHUTE? Includes information on how to use the internet for job searching and articles providing advice from experts in the field.

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

Occupational Outlook Handbook – A nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives (from the US Department of Labor).

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

Personality Tests – Online tests to assess personality traits/types from TheJobHuntersBible.

<http://www.jobhuntersbible.com/library/counseling/ptests.php>

Government Employment Resources:

Federal Government Jobs – Access to Federal government job openings.

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

Federal Jobs Digest – Pay for Federal jobs by location and occupation ~ resume builder.

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

Government Jobs – A free site dedicated to state, county, and local government job openings.

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

USA Jobs – Official job site of the US Federal Government.

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

Mega Sites & Career Resource Libraries:

America's Job Bank – Access to thousands of jobs ~ includes a career resource library. CareerBuilder - 900,00+ job listings ~ resume posting ~ career fairs.

<http://www.jobbankinfo.org/>

American Jobs – Site for job searching ~ resume posting ~ researching employer profiles.

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

Job Hunt – Excellent site with numerous resources for the job searcher including resume help.

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

Career Info Net – A great resource for finding career, industry, and state-specific information.

<http://www.careerinfonet.org/>

Career Resource Center – Comprehensive site with information on careers ~ jobs ~ education.

<http://www.careers.org/>

FlipDog – Find a job ~ post a resume ~ research employers ~ get expert advice.

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

Monster Jobs – Comprehensive site with job searching ~ career advice ~ and much more!

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

Career Journal.Com – Career site from the Wall Street Journal.

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

Career Builder – 900,000+ job listings ~ resume posting ~ career fairs.

<http://www.careerbuilder.com/default.aspx?cbRecursionCnt=1&cbsid=ae8238e2509a484b9e5489b2b9729048-306933090-RS-4>

Career Voyages – Information on high growth, in-demand jobs.

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

Nations Jobs – Outstanding site ~ job searching & resume services.

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

Career One Stop – Comprehensive career resource center sponsored by US Department of Labor.

<http://www.careeronestop.org/>

Employment Guide – Extensive employment and career resources information.

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

The Riley Guide— A gateway for career information including salary guides.

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

North Carolina Employment Resources:

North Carolina — Labor market information and resources for North Carolina.

<http://www.careerinfonet.org/state1.asp?next=state1&id=11&nodeid=12&soccode=&stfips=37&x=14&y=5>

North Carolina Employment Navigator – A one-stop career and employment resource center.

<http://eslmi40.esc.state.nc.us/navigator/index.asp>

North Carolina Employment Security Commission – Job openings ~ labor market information.

<https://www.ncesc.com/default.aspx>

North Carolina Health Careers – Online edition from NC AHEC ~ latest information about educational requirements for health careers, North Carolina schools that offer health care programs, updated information for entering health professions, etc.

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

Miscellaneous Resources:

Net Temps – Information for those looking for temporary, contract, or direct employment through a staffing agency ~ many useful tools for the job searcher.

<http://www.net-temps.com/>

Student Jobs – Search student employment opportunities ~ build your resume.

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