

Career Library and Internet Resources



Job Search Toolkit from the State Library of North Carolina:

<http://statelibrary.ncdcr.gov/ld/jobsearchtoolkit.html>

Finding Books on Careers:

Suggested [Catalog](#) Search Tips:

Subject Keyword:

Career Development
Job Hunting/Searching
Resumes and Cover Letters
Interviewing Skills

***Note:** You can also do a **General Keyword** search for your specific career, i.e. search for "Nursing Career" or "Nursing Job" to find results

Browse the shelves :

Call numbers:

HF 5381-5386 Vocational Guidance,
Career Development

***Note:** Career books will also be found in the specific subject you are searching for, i.e. Nursing Careers will be in the RT call number section.

Periodicals:

[Career Development Quarterly](#): Articles on career assessment & measurement, career counseling practices, career indecision, information, gender issues, case histories & work & family. *Via Ebscohost Business Source Premier. Full-text 1990-*

[Careers and Colleges](#): Designed to help high school juniors and seniors set and meet their academic, career & financial goals. *Via Ebscohost Academic Search Premier. Full-text 2001-*

Related Books:

<http://jobsearchtoolkit.pbwiki.com/Selected-Books>

What Color Is Your Parachute? A practical manual for job-hunters and career changers, by Richard Nelson Bolles: The classic best-selling job-hunting book on the market.

Encyclopedia of Careers and Vocational Guidance, Central Reference HF 5381 .E52 2008

Library Databases:

[Research Databases](#) > Browse databases by name with the **A – Z List**

[Career Library](#): Comprehensive information resource for career and college research.

College Source: Provides online catalogs for over 7,400 colleges and universities, cover to cover, representing 2-year, 4-year, graduate and professional schools. Table of contents and indexes are hyperlinked to ease finding detailed information which includes complete course description, academic policies, faculty information, admission requirements, campus maps, etc.

ReferenceUSA: Searchable database with detailed information, including addresses and phone numbers, on more than 12 million U.S. businesses.

Learning Express Library: Provides online practice tests and tutorial courses designed to help people succeed on the academic or licensing tests they must pass. You'll get immediate scoring, complete answer explanations, and an individualized analysis of your results.

Websites:

For a list of CPCC Library recommended websites on a *variety of topics* visit our recommended websites [page](#).

Occupational Outlook Handbook

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

Published by the US Dept. of Labor, it provides comprehensive descriptions of most occupations. OOH includes general information as well as nature of the work, working conditions, employment, training, other qualifications, and advancement, job outlook, earnings, related occupations, and sources of additional information.

O*NET

<http://online.onetcenter.org/>

A comprehensive database that identifies and describes important information about occupations, worker skills, and training requirements. It is the nation's new primary source of occupational information.

Career Voyages

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

A collaboration between the U.S. Department of Labor and the Department of Education designed to provide information on in-demand occupations along with the skills and education needed to attain those jobs.

CPCC Career Services

<http://www.cpcc.edu/career>

Career Services can help you plan your career and take your job search to new heights. Experienced Career Counselors can assist you with developing effective resumes and savvy interviewing skills, harnessing the latest job search techniques, discovering satisfying career options, and much more.

[Corporate and Continuing Education](#)

<http://cce.cpcc.edu/individuals>

Corporate & Continuing Education offers programs that help career-minded professionals advance in their field as well as leisure enrichment courses.

[CPCC Library's Recommended Websites: Careers](#)

<http://www.cpcc.edu/library/research-tools/recommended-websites#Jobs/Careers>

The CPCC Library has compiled a list of helpful Job and Career websites.

[YouTube](#)

www.youtube.com

Video site offers serious (and not so serious) videos on interviewing skills

[Cost of Living Calculator](#)

<http://www.bestplaces.net/COL/>

Compare two geographical areas for the current cost of living as well as taxes, housing, food, and other costs.

General Library Resources:

Help-

[Ask a CPCC Librarian](#) – call or email questions to a CPCC Librarian

[NCKnows](#) - 24/7 "online chat" research help from NC Librarians

Research Tools –

[Library Tutorials](#) - self-paced learning on doing library research

[How to write and cite in MLA and APA](#)

[Dr. Cite Right](#) – short and fun tutorial with plagiarism help