

STEPS TO YOUR FUTURE

1. FIRST THINGS FIRST

- On the web, begin with popular internet job websites, such as monster.com, careerbuilder.com or greenvillewib.com (Greenville Onestop).
- Browse classified ads in over 30 local and national newspapers available at the library.
- Find local search resources and employment leads in **Job Hunter's Sourcebook** (Ref 331.128).

2. THE TOOLS YOU'LL NEED

- Find sample resumes and cover letters by browsing call number 650.14, or by visiting most job search websites.
- Use the Resume Wizard in Microsoft Word to compose, save and print a professional looking resume.
- Most online job applications now require you to provide an email address. Sign up for free at gmail.com, yahoo.com or hotmail.com.

3. TELL THEM WHAT YOU KNOW

- To prepare for your interview, you may be able to find information on your future company.

Research databases: *Reference USA* and *Business & Company Resource Center*

Dun's Regional Business Directory for South Carolina (Ref 338.71)

International Directory of Company Histories (Ref 338.7409)

The Career Guide: Dun's Employment Opportunities Directory (Ref 331.128)

- Look up tips and techniques of successful interviewing in titles like:

Effective Interviewing Skills! (VHS or DVD 650.14 Effective)

Job Interviews for Dummies (650.144 Kennedy)

Getting a Job (CD/SPK 650.14 Garber)

Search magazine and newspaper databases, or find articles with general advice on sites like:

jobsearch.about.com
www.job-hunt.org

4. WILLING TO MOVE?

- If you're willing to relocate, compare standards of living using **Places Rated Almanac** (Ref 307.764 Places) and the **ACCRA Cost of Living Index** (Ref 339.42 Cost).
- Find out the typical salary for specific

jobs in different regions of the country. Use an online calculator at hotjobs.yahoo.com/salary or look in the latest edition of **American Salaries and Wages Survey** (Ref 331.2973).

5. PLAN FOR A CHANGE

- Check the **Occupational Outlook Handbook** (call number Ref 371.42 and online: www.bls.gov/oco) or **The Encyclopedia of Careers and Vocational Guidance** (Ref 331.702).
- Look at the series "Vocational Biographies" and "Career Monographs," located in the Reference Vertical Files.
- Pick up a classic on career changing, such as **What Color Is Your Parachute?** (650.14 Bolles) or **Change Your Job, Change Your Life** (650.14 Krannich).
- Search the library catalog by subject for a career field that interests you.
- Internet sites that can help in researching careers:
www.bls.gov/k12
careerplanning.about.com
www.jobhuntersbible.com
- Visit the Testing & Education Reference Center on the library's website www.greenvillelibrary.org (under the Research databases category "Careers, Education and

Testing”) to prepare for the GED; civil service and military entrance exams; licensing tests for law enforcement, real estate and other fields; plus college and graduate school admissions exams.

6. INTERNET JOB SITES

- Use comprehensive job sites to search listings, submit applications and post resumes:

www.scjoblink.com
www.careerbuilder.com
www.monster.com
hotjobs.yahoo.com
www.jobcentral.com

- Use job search engines to browse listings on the web by job title or location:

www.indeed.com
www.simplyhired.com
www.juju.com
www.jobs.com

- For government jobs:

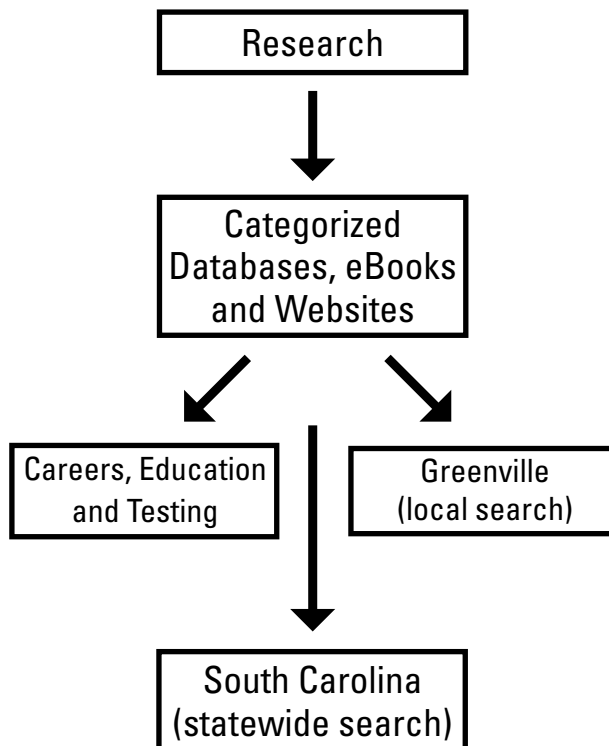
www.fedjobs.com
www.usajobs.opm.gov
www.jobs.sc.gov

- For high tech jobs:

www.computerjobs.com
www.dice.com

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QUICK TIPS:

for resume and
interviewing advice,
browse **650.14**

for general career
information, browse
REF 331 and REF 371

HELP WANTED!



This one-stop source will set you on the path to finding your career. Learn the ropes inside the library and out, including useful reference sources, books and magazines, and popular job-finding search engines. If you are ready for your journey or change direction towards the perfect career fit, this is where to begin!