Job Hunting and Career Development Resources

Online Resources: Books

To search for books and other materials in the Edward G. Schumacher Library, go to www.northwesterncollege.edu/library and click on “Library Catalog”. You may search by title, author, and subject. The “call number” in the item record indicates its location on the library shelves.

Your Student I.D. card serves as your library card. Ask any library staff member for help in locating materials. Books are checked out for a three-week period and may be renewed in person and by telephone. If you need a book from another campus library, a librarian will order the book for you and call you when it arrives.

To search for books from other libraries, you may use the FirstSearch online catalog. Go to http://newfirstsearch.oclc.org and search by title, author, and subject. Please contact library staff for the ID and password to use (library@nc.edu). Please see library staff to arrange for interlibrary loans. You will be notified by telephone when your books arrive.

Online Resources: Full-Text Articles

EBSCOhost databases may be accessed in the library by using Google to search for ‘EBSCO’. Click on the first link.

EBSCOhost may also be accessed remotely at the following web address: http://search.ebscohost.com
Please contact library staff for the ID and password to use (library@nc.edu).

ProQuest may be accessed in the library or remotely at http://search.proquest.com. Please contact library staff for the ID and password to use (library@nc.edu).
Examples of subjects to use when searching for books or articles

<table>
<thead>
<tr>
<th>Careers</th>
<th>Job hunting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resumes</td>
<td>Cover letters</td>
</tr>
<tr>
<td>Career development</td>
<td>Name of profession (example: nurses)</td>
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<tr>
<td>Employment interviewing</td>
<td>Vocational guidance</td>
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</table>

The “Advanced/Enhanced Search” option in catalogs and databases allows combinations of subject terms.

Selected Reference Books

REFERENCE/331.7/OCCUPATIONAL
Occupational Outlook Handbook (Available online at www.bls.gov/oco)

REFERENCE/331.702/ENCYCLOPEDIA
Encyclopedia of careers and vocational guidance

REFERENCE/650.14/FARR
100 fastest growing careers

Selected Circulating Books

331.702/PHIFER Great careers in 2 years
610.69/MCCUTCHEON Exploring health careers
650.1/ANDERSON Professionalism: skills for workplace success
650.14/FARR 15 minute cover letter
650.14/FARR Next day job interview
650.14/GETTING Getting a government job: the civil service handbook
650.14/NOBLE Gallery of best resumes

General Career Information Websites

http://www.bls.gov/oco U.S. Department of Labor
http://www.careeronestop.org U.S. Department of Labor
http://www.onetonline.org U.S. Department of Labor
http://ilcis.intocareers.org/default.aspx (User Name: Illinois/Password: careers)

http://www.wetfeet.com Interviewing, career planning, salaries
http://www.myskillsmyfuture.org Learn how your skills may transfer to careers

Health-related Career Information Websites

http://science.education.nih.gov/LifeWorks
http://www.explorehealthcareers.org
http://www.mchc.com Click on ‘Resources’ + ‘Health Career Guide’
General Internet Searching

“Google” your career title + “association” (ex.: paralegal + association)

Company/Organization Websites

Official websites for companies and other organizations may have direct links to employment applications. Look for ‘Careers’ or ‘Employment’ links online.

Examples:  
Go to www.traderjoes.com and click on ‘Careers’
Go to www.advocatehealth.com and click on ‘Jobs’

Job Listings:  Search for jobs by category and location

www.linkup.com  
www.vault.com  
www.tiptopjob.com  
www.mjppjobsearch.com  
www.hireflip.com  
www.socialservice.com  
www.simplyhired.com  
www.npo.net  
www.indeed.com  
www.kijiji.com  
www.oodle.com  
www.glassdoor.com  
www.higheredjobs.com  
www.sologig.com  
www.snagajob.com  
www.dice.com  
www.flipdog.com  
www.jobsinchicago.com  
www.careerbuilder.com  
www.monster.com

Job listings of social service organizations only
Job listings of non-profit organizations only
Job listings of educational institutions only
Job listings of IT & engineering companies only
Professional technology jobs only

Illinois: Job listings, workshops, online computer training, resume tips

www.illinoisworknet.com  Find jobs, learn computer skills, resumes/interviewing  
www.jobs4people.org  Workforce Services Division of Will County  
http://work.illinois.gov  State of Illinois employment opportunities  
http://ides.cmcf.state.il.us  Illinois Skills Match

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