



Reference Training Guides

Employment/Career Information Subject Guide

Career or Employment information can entail general job descriptions, earning information, job hunting, resume and cover letter writing, and company information. This guide provides resources for all topics.

Useful keywords/subject headings for searching:

Career development

Cover letters

Employment

Employment interviewing

Job

Job hunting

Occupations

Resumes

Vocational guidance

Call numbers to search under

331.7 – Labor by industry and occupation

331.702 – Labor by choice of vocation

332 – Financial economics

650.1 – Personal success in business

650.14 – Success in obtaining jobs and promotions

Internet links

Better Business Bureau

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

The Better Business Bureau (BBB) system in the U.S. extends across the nation; coast-to-coast, and in Hawaii, Alaska, and Puerto Rico. It lets you see what complaints have been filed against companies.

Career Builder

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

A place to search for jobs in the USA and Canada. It also has links to international job searching websites. Create an account and have employers search for you.

Career Journal

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

The site's job database offers more than 100,000 available positions, including job listings in the CareerJournal National Network. It also contains resources that help you with the job search.



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Central Florida Employment Council

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

Reports upcoming job fairs. Contains other job related resources.

Labor Ready

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

A temp agency.

Librarians Internet Index

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

This is a repository of website suggestions listed by category. Search for more job related resources here by using keywords.

Monster.com

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

More than 400,000 job opportunities, worldwide (more than 1,500 international employers) makes this the largest online jobs database on the Web. You can search by company name, location, discipline, industry, job title, or combinations of these.

Occupational Employment and Wage Estimates

http://stats.bls.gov/oes/oes_data.htm

This site provides employment and wage estimates information by occupation.

Orlando Sentinel Classifieds

<http://www.orlandosentinel.com/classified/jobs/>

Lists the classifieds that you can find in the Orlando Sentinel newspaper.

Osceola County Job Center

<http://www.osceola.org/index.cfm?IsFuses=JobApp>

Job vacancies for Osceola County jobs.

Overseas Jobs

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

International job opportunities.

The Riley Guide

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

Excellent resource for using the Internet for finding a job. Contains introductions to, and annotated links for, jobs resources.

Workforce Innovation

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



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The Agency for Workforce Innovation is Florida's lead state workforce agency and directly administers the state's Labor Market Statistics program, Unemployment Compensation, Early Learning and various workforce development programs.

Databases

America's Newspapers

Contains searchable Florida and out of state newspapers where you can search the classified ads.

Business and Company Resource Center

Want to research the company your thinking of applying for? You can find general information about companies and industries, along with the latest news and magazine articles on them.

Testing & Education Reference Center with Career Module

Contains a career search where you can search hundreds of occupations, take a career assessment and build a stellar resume.

Print Resources (*Located in reference and nonfiction, divided by category.*)

Career Information and Guides

Career information center

REF 331.7 CAR

Each profile includes a job summary chart, a job description, and up-to-date salary information.

The 13th volume contains the index, as well as essays on different aspects of employment.

Available at Central, STC, BVL, PC

The complete wage and hour manual: a 50 state/federal guide, including wage payment provisions

REF 344.73 COM – law library

Wage and salary information.

Available at Central

Occupational Outlook Handbook

REF 331.7 OCC

From able seaman to zoologist the latest edition gives you comprehensive information on more than 250 occupations, encompassing nearly 90 percent of the jobs in the U.S. economy.

Available at Central, STC, BVL, PC, WO, KV

The career guide for creative and unconventional people

331.702 EIK

Helps you figure out how to use your unconventional and hard-to-categorize talents to make money and support your creative expression while doing the work you love.



Reference Training Guides

Available at Central, STC, BVL, PC

Cool Careers for dummies

331.702 NEM

After the short descriptions of cool careers--thoughtfully separated in their own yellow-pages section--the authors present a smart, funny, well-organized guide to choosing and nabbing the perfect job, even jobs that don't make the "cool" list.

Available at Central, STC, BVL, PC, WO

*Dictionary of occupational titles: with O*NET(tm) definitions*

REF 331.7 DIC

This is a supplement to the "Occupational Outlook Handbook" in which it defines the O'Net codes in detail referenced in all occupations listed in the OOH with over eight times as much job data.

Available at Central

Encyclopedia of careers and vocational guidance

REF 331.702 ENC

Similar to an expanded version of Occupational Outlook Handbook, this encyclopedia includes over 90 career fields in its primary content.

Available Central, STC, BVL, PC

Guide to your career

337.702

The book features a career-indicator questionnaire to help you match your interests and style to your ideal job, as well as comprehensive profiles of many of today's hottest careers.

Available at Central, STC, BVL, PC, WO

100 fastest-growing careers: your complete guidebook to major jobs with the most growth and openings

331.7 ONE

Rapidly growing jobs often offer better-than-average opportunity for employment and job security. This book describes careers with the highest percentage of growth and the most annual openings through 2014.

Available at Central, STC, BVL, PC, WO

Top 300 careers: your complete guidebook to major jobs in every field

331.70209 TOP

Offers high-quality, current labor market information - a key consideration of anyone doing career research and planning.

Available at Central, STC, BVL, PC, WO, KV

202 high-paying jobs you can land without a college degree

331.702 RIC



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After reviewing the proper format of resumes and cover letters, this career guide describes 202 jobs that require no training or vocational training and recommends resources for finding additional information about each field.

Available at Central, STC, BVL, PC

Finding and Getting the Job

Adams cover letter almanac

REF 650.14 ADA – copies in nonfiction

Contains cover letters for all types of jobs.

Available at Central, BVL, PC, WO

Adams resume almanac

650.14 ADA

Contains resumes for all types of jobs.

Available at Central, STC, BVL, PC

Amazing resumes: what employers want to see—and how to say it

650.14 BRI

Amazing Resumes includes resume samples with insider evaluations, worksheets, lists of competencies to emphasize, power words, self-evaluation exercises, tips on reading job postings and ads, Internet resume advice, and much more.

Available at Central, STC, BVL, PC, WO

Beyond the resume: a comprehensive guide to making the right impression through e-mail, cover letters, resumes, and pre-interviews

650.14 GRA

Takes you from the point of initial contact with the hiring authority, through interviewing, and on to closing the deal.

Available at Central, STC, BVL, PC

Cover letters that knock 'em dead

650.14 YAT

Learn how to stand out from the crowd by packaging your background and work experience into a readable and powerful sales pitch.

Available at BVL, PC, STC

Job interviews that get you hired

650.14 JOB

This book covers it all: how to prepare, what to wear, how to follow up with style, how to face savvy interviewers and field tough questions with ease.

Available at Central, STC, BVL, PC, WO



Reference Training Guides

Job search magic: insider secrets from America's career and life coach

650.14 WHI

Professional career coach Whitcomb explains how to plan for and execute a successful job search.

Available at Central, STC, BVL, PC, WO, KV

Resumes that get you hired

650.14 RES

Smart, competitive, convincing, and professional resumes.

Available at Central, STC, BVL, PC

Resume writing made easy: a practical guide to resume preparation and job search

650.14 BRO

New resumes reflect a changing job market that emphasizes healthcare, education, and information technology.

Available at BVL, STC

The ultimate job search: intelligent strategies to get the right job fast

650.14 BEA

Professionals looking for a new career will find the inside scoop on networking, interviewing, negotiating job offers, succeeding on the new job, and much more to be a big advantage in getting a new job quickly.

Available at Central, STC, BVL, PC

Working after retirement for dummies

332 EPS

Shows retirees and workers approaching retirement age how to stay in the workforce and thrive after 65 or get back into the workforce after retirement.

Available at Central, STC, BVL, PC

Local contacts

Workforce Inc.

Employment placement agency.

3510 West Vine Street

Kissimmee, FL 34741

(407) 935-9051

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

Workforce Central Florida – Osceola

Access to all employment and training services.

1392 East Vine Street

Kissimmee, FL 34744



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(407)705-1555

<http://www.floridajobs.org/onestop/index.html>