

Quick Reference Guide

The Career Center

The Career Center is a special collection of books about jobs and employment. This special collection contains resume and cover letter books, practice tests for civil service exams, and books which focus on specific career areas.

Newspapers

New York Times

Job advertisements are listed in Sunday's Job Market section.

Rome Daily Sentinel

Local job ads every day.

Syracuse Post-Standard

Local job ads every day.

Utica Observer Dispatch

Local job ads every day. Special Business section published every Tuesday.

Reference books

Best Jobs for the 21st Century [Ref HF 5381.15 .F37 2004]

Explores career options with lists of jobs with the best pay, fastest growth and the most openings.

Career Discovery Encyclopedia [Ref HF 5381.2 . C37 2003]

Eight volumes explore more than 600 careers.

Career Information Center [Ref HF 5382.5 .U5 C32 2002]

Thirteen volumes summarizing education, training, salary, and employment outlook.

Encyclopedia of Careers and Vocational Guidance [Ref HF 5381 .E52 2000]

This excellent 4 volume set covers industries and specific information on occupations.

Guide to Internet Job Searching [Ref HF 5382.7 .R557 2002]

Provides web sites and advice for using the Internet in your job search.

Occupational Outlook Handbook [Ready Ref HF 5381 .U62]

A government publication covering the nature, type and demand for various occupations.

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Web sites

Visit MVCC Libraries' Careers & Jobs web page for a selection of career-related websites: http://www.mvcc.edu/acdmcs/library/careers_sub.html

America's Job Bank [<http://www.ajb.dni.us>]

This site is a partnership between the U.S. Department of Labor and the state-operated Public Employment Service

Career Mosaic [<http://www.careermosaic.com>]

This site has a special section for college students.

Cool Works-Jobs in Great Places [<http://www.coolworks.com>]

Lists openings in national parks, ski resorts, and other outdoor and summer jobs. A good site when searching for a summer job.

Monster.com [<http://www.monster.com>]

One of the largest job boards on the Web.

Occupational Handbook [<http://www.bls.gov/oco/>]

A directory of employment and career information sources and services on the Internet.

State of New York. Department of Labor [<http://www.labor.state.ny.us/index.html>]

Click on "Working in New York" and then on "Finding a Job" to find a wide range of job hunting resources.

USAJOBS [<http://www.usajobs.opm.gov>]

The U.S. Government's official site for jobs and employment information.

Subject headings

Use these terms to do a Subject search in the Library Catalog:

Applications for positions

Career changes

Civil service-United States-Examinations

Cover letters

Job hunting

Resumes (employment)

Vocational guidance

Also, search under the names of specific professions using vocational guidance as a subdivision. For example: Art-Vocational guidance.

Note: Many of these books will be shelved in the Career Center collection (located near the video collection). Watch for **Career Center** after the call number.

