

Research Guides



EMPLOYMENT: CAREERS & RESUMES

ADULT NONFICTION – 3RD FLOOR

Elements of Résumé Style: Essential Rules for Writing Résumés and Cover Letters – 331.128 Ben

Examines the elements that are crucial for crafting a successful résumé or cover letter, from the layout and presentation to where to send it and how to request salary requirements.

What Color is Your Parachute? – 331.128 Bol

An excellent career advisory book which the Library of Congress listed as one of the "25 Books That Have Shaped Readers' Lives."

Work Reimagined: Uncover Your Calling – 650.1 Lei

A Calling Card exercise explores fifty-two 'natural preferences' (Advancing Ideas, Doing the Numbers, Building Relationships, etc.) to help you uncover your gifts, passions, and values.

101 Small Rules for a Big Job Search – 650.14 Bes

Provides a roadmap to a successful job search. From dealing with the emotional strain of looking for a job to using social media and other online sources

The New Rules of Work: The Modern Playbook for Navigating Your Career – 650.14 Cav

The co-founders of popular career website, *TheMuse.com*, known for sharp, relevant advice on figuring out your values and skills and how they best play out in the marketplace.

How to Get a Good Job After 50: a Step-by-Step Guide to Job Search Success – 650.14 Fre

Reveals how workers are valued because of their experience, skills, and sense of responsibility before going on to show how to demonstrate these qualities to prospective employers.

Born for This: How to Find the Work You Were Meant to Do – 650.14 Gui

Find out how to win the career lottery by finding the one thing you love so much that it doesn't even feel like work—and get paid well to do it.

Overcoming Employment Barriers: 127 Great Tips... – 650.14 Kra

Turn employment barriers into new opportunities and more.

Knock 'em Dead Cover Letters: Cover Letters and Strategies to Get the Job You Want – 650.14 Yat

Write a professional-looking cover letter to complement your accompanying résumé and draws attention to the job applicant. Includes guidance on résumés, interviews, and job hunting.

Resumes for Dummies (2019) – 650.142 DeC

Outlines steps to creating a résumé, including special advice for handling employment gaps, job hopping, and lack of experience.

The Infographic Resume – 650.142 Mor

Make your resume STAND OUT in today's super-competitive job market. Free tools are popping up every day online to help anyone create a dynamic resume without sacrificing substance for style.

FINDING BOOKS AND OTHER LIBRARY MATERIALS

Dewey Decimal browsing numbers: 331, 371, 650

In addition to reference books, you may want to search for other books and materials (videos, audiobooks, etc.) on your topic. You can access the Library catalog from the Library or from home by going to www.wtpl.org. Good **subject** headings for employment and career resources include the following words: **vocational guidance; resumes; job hunting.**

EBOOKS

Visit **EBSCOhost** (www.wtpl.org/research) or <https://wtpl.overdrive.com> to search our many eBooks. Library card required. Contact an Adult Services Librarian for additional details.

ARTICLES

The following sources can be used to find magazine articles dealing with your topic:

- [EBSCOhost, Career Transitions, and General OneFile](#) - Access from the Library or at home using your library card number at www.wtpl.org. Search for full-text articles in these online databases using your choice of keywords. You can limit the search to a certain year or even a certain magazine.

WEB SITES

Florida Department of Economic Opportunity: The State of Florida's official employment site includes links and information on job listings, unemployment compensation, and one-stop career centers and more. www.floridajobs.org

Career Builder: Search by company or job. Specialized job searches, job-search tools and more. <http://www.careerbuilder.com>

Indeed.com: Today's leading job search website. Search millions of jobs from thousands of job boards, newspapers, classifieds and company websites. www.indeed.com

JobBankUSA: Relocation tools, salary guides, sample letters, a resume database, state-wide job search and more. www.jobbankusa.com/search.html

Top Ten Best Websites for Jobs: Don't limit yourself to just one job website, because each job site only lists jobs from specific web sites or companies. <https://bit.ly/2AiNNjr>

USAJobs: Official jobsite of the United States Federal Government. <http://www.usajobs.gov/>