

# Research Guides



## JOB RESOURCES

ADULT NONFICTION – 3<sup>RD</sup> FLOOR

**The Elements of Resume Style: Essential Rules For Writing Resumes... - 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? Guide to Rethinking Resumes... - 331.128 Bol**

A guide to writing resumes for the twenty-first century provides tips, frequently asked questions, and keywords in order to ensure an interview.

**Work Reimagined: Uncover Your Calling – 650.1 Lei**

Give us a new way to uncover our gifts, passions, and values and find work that expresses them.

**101 Small Rules for a Big Job Search: New Guidelines for Today's Job Seeker – 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, he helps you put your best foot forward whether you're looking for your first job or a career change.

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

Shows how to choose a perfect career path, land the best job, and wake up feeling excited to go to work every day-- whether you are starting out in your career, looking to move ahead, navigating a mid-career shift, or anywhere in between

**Overcoming Employment Barriers: 127 Great Tips for Burying Red Flags... - 650.14 Kra**

Millions of job seekers face employment barriers. This user-friendly guide, overlaid with a strong cognitive therapy theme, initially profiles each barrier as a series of introspective questions and then provides descriptions and analyses followed by sound advice on how to best overcome the particular barrier.

**Knock 'em Dead 2017: The Ultimate Job Search Guide – 650.14 Yat**

Whether you're looking for a first job, re-entering the market, or planning a career change, the author's unique Target Job Deconstruction method provides you with a roadmap to professional success utilizing the latest job search strategies for the digital age.

FINDING BOOKS AND OTHER LIBRARY MATERIALS

**Dewey Decimal browsing numbers: 331-331.2592; 650.14**

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](http://www.wtpl.org). A good subject search is **eating disorders**.

## EBOOKS

Visit **EBSCOhost** ([www.wtpl.org/research](http://www.wtpl.org/research)) or <https://wtpl.overdrive.com> to search the thousands of eBooks the Library has to offer. 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 and General OneFile - Access from the Library or at home using your library card number at [www.wtpl.org](http://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

**Central Florida Employment Council:** Believes the best way to get a job is to have help. CFEC is your local job search resource online and in the community of Central Florida. This site also lists local job fairs. [www.cfec.org](http://www.cfec.org)

**Orange County's Employment Assistance:** This site lists information of different employment programs offered by the county.  
[www.orangecountyfl.net/FamiliesHealthSocialSvcs/EmploymentAssistance.aspx#.XCPqI1VKg2w](http://www.orangecountyfl.net/FamiliesHealthSocialSvcs/EmploymentAssistance.aspx#.XCPqI1VKg2w)

**Florida Jobs:** Information on job search resources from trying to find employment in Florida.  
[www.floridajobs.org/](http://www.floridajobs.org/)

**The Balance Careers' List of The Top 10 Best Websites For Jobs:** The top 10 best job websites and job search engines, information on what you will find on each site, and tips to get the most out of your job search. [www.thebalancecareers.com/top-best-job-websites-2064080](http://www.thebalancecareers.com/top-best-job-websites-2064080)

### Center for Independent Living

Serving Central Florida since 1976, the Center for Independent Living (CIL) is the only local nonprofit dedicated solely to helping individuals with disabilities achieve independence. We believe everyone has a right to dignity and respect. Our work is based on the philosophy of people with disabilities empowering one another in an environment of support and acceptance.  
<https://www.cilorlando.org/about>

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