

# Resumes & Career Planning



## Web Sites

- **Career One Stop**      [www.careeronestop.org](http://www.careeronestop.org)  
Links to tips on resume and cover letter writing, interviewing, alternative career paths, salary information, and more from this site developed by the U.S. Dept. of Labor in collaboration with the states and private sector organizations.
- **True Careers**      [www.truecareers.com](http://www.truecareers.com)  
Find original articles about writing cover letters and resumes as well as industry profiles and company research materials.

## Library Books

### Reference and Nonfiction

- REF 331.12 D      The Book of U.S. Government Jobs: Where They Are, What's Available, and How to Get One. Dennis Damp. 2002.
- J REF 331.7 C      Career Discovery Encyclopedia. Ferguson Publ. 2003.
- REF 331.7 O      Occupational Outlook Handbook. U.S. Department of Labor. 2006-2007.
- REF 331.702 F      New Guide for Occupational Exploration. Michael Farr. 2006.
- REF 331.702 L      Encyclopedia of Careers and Vocational Guidance. Ferguson Publ. 2005.
- REF 650.14 F      The Quick Resume & Cover Letter Book. Michael Farr. 2005.
- REF 650.14 L      International Job Finder: Where the Jobs are Worldwide. Daniel Lauber. 2002.
- REF 650.14 Y      Cover Letters That Knock 'em Dead. Martin Yate. 2003.

- REF 650.14 Y Knock 'em Dead 2004. Martin Yate. 2004.
- REF 650.14 Y Resumes that Knock 'em Dead. Martin Yate. 2003.
- 331.7 C Careers in Focus. Business Managers. Ferguson Publ. 2003.
- 640.14 R Career Comeback: 8 Steps to Getting Back on Your Feet....  
Bradley G. Richardson. 2004.
- 650.14 S The Play of Your Life: Your Program for Finding the Career of  
Your Dreams... Colleen A. Sabatino. 2004.
- 650.1 C The Authentic Career: ...Professional Fulfillment. Maggie  
Craddock. 2004.
- 650.1 D The Networking Survival Guide: ...Tapping Into the People  
You Know. Diane C. Darling. 2003.
- YA 650.14 H Real U Guide to Your First Job. Meagan Hassell. 2004.
- 650.14 I Working Identity: Unconventional Strategies for Reinventing  
Your Career. Herminia Ibarra. 2001.
- 650.14S The Play of Your Life: Your Program for Finding the Career of  
Your Dreams.... Colleen A. Sabatino. 2004.
- YA 651.7 T Young Adults Guide to Business Communication. Kristi L.  
Thomason-Carroll. 2004.



## Electronic Books

*Library cardholders can access these titles online at the library or from a remote location—ask how at the reference desk!*

[Ask the right questions \[electronic resource\]](#) / by Ron Fry. 2000.

[Career management \[electronic resource\]](#) / Patrick Forsyth. 2002.

[Change your job, change your life \[electronic resource\]](#): high impact strategies for finding great jobs in the decade ahead / Ronald L. Krannich. 2000.

[CliffsNotes delivering a winning job interview \[electronic resource\]](#) / by Mercedes Bailey. 2000.

[CliffsNotes finding a job on the Web \[electronic resource\]](#) / by Peter Weddle. 2000.

[CliffsNotes getting a job \[electronic resource\]](#) / by Carol Kleiman. 2000.

[The complete idiot's guide to the perfect interview \[electronic resource\]](#) / by Marc Dorio. 2000.

[EResumes \[electronic resource\]](#) : everything you need to know about using electronic resumes to tap into today's job market / Susan Britton Whitcomb, Pat Kendall. 2001.

[Everything you need to know about getting a job \[electronic resource\]](#) / Carlienne A. Frisch. 2000.

[Getting interviews \[electronic resource\]](#) / Kate Wendleton. 2000.

[Haldane's best answers to tough interview questions \[electronic resource\]](#) / Bernard Haldane Associates. 2000.

[Haldane's best cover letters for professionals \[electronic resource\]](#) / Bernard Haldane Associates. 2000.

[Haldane's best resumes for professionals \[electronic resource\]](#) / Bernard Haldane Associates. 2000.

[Interviews \[electronic resource\]](#) / Bob Rosner, Allan Halcrow, and Alan Levins. 2001.

[Managing up! \[electronic resource\]](#) : 59 ways to build a career-advancing relationship with your boss / Michael and Deborah Singer Dobson. 2000.

[The resume kit \[electronic resource\]](#) / Richard H. Beatty. 2000.

[Resumes for first-time job hunters \[electronic resource\]](#) / the editors of VGM Career Books. 2000.

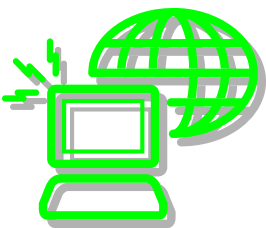
[Take this job and thrive \[electronic resource\]](#) : 60 ways to make life more rewarding in today's new workplace / Anita Bruzzese. 2000.

[Top secret executive resumes \[electronic resource\]](#) / by Steven A. Provenzano. 2000.

[Where the jobs are \[electronic resource\]](#) : the hottest careers for the 21st century / Joyce Hadley Copeland. 2000.

[101 great answers to the toughest interview questions \[electronic resource\]](#) / by Ron Fry. 2000.

[1,001 ways to get promoted \[electronic resource\]](#) / by David E. Rye. 2000.



## Employment Listings

### North Carolina Job Databases

Employment Security Commission      [www.ncesc.com](http://www.ncesc.com)

North Carolina State Job Opportunities      <http://www.osp.state.nc.us/jobs/>

*The Pilot Classifieds*      <http://www.thepilot.com/classifieds/>

*Fayetteville Observer Classifieds*  
[www.thejobnetwork.com/home.asp?AffiliateId=1377](http://www.thejobnetwork.com/home.asp?AffiliateId=1377)

*Raleigh News & Observer Classifieds*  
<http://www.newsobserver.com/careerbuilder/index.html>

*Charlotte Observer Classifieds*  
<http://buyit.charlotte.com/findit/index.htm>

### National Job Databases

**America's Job Bank**

[www.ajb.org](http://www.ajb.org)

Touted as the largest job market in cyberspace—a component of the U.S. Dept. of Labor's Career One Stop site.

**USA Jobs**

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

The Federal government's official one-stop source for federal jobs and employment information.

**Career Builder**

[www.careerbuilder.com](http://www.careerbuilder.com)

Search many of the nations' leading job banks and newspaper classifieds simultaneously after a free registration.

**Jobs.com**

[www.jobs.com](http://www.jobs.com)

Links to job banks such as Monster and Flipdog.



**Looking for a job?**

**Need help with the hunt?**

**The Southern Pines Public Library  
can point you in the right direction  
with this career resources guide!**

**170 W. Connecticut Ave. 692-8235 [www.sppl.net](http://www.sppl.net)**