

## Job Searches and Applications: A Bibliography of Resources In the Erwin Library, Wayne Community College

### Scope of the Bibliography:

You've just graduated from high school or college and it's time to look for a job. You've just decided that it's time to make a career change. You've been working in the private sector and have decided to seek a job with the Federal Government. You've just retired from a full-time career, but you'd like to continue working. You're leaving the military and seeking a new career in civilian life.

If your current situation is any of the above, you need a job search strategy. The Erwin Library may have some resources available to help you develop and implement that personal job-hunting plan.

**Internet Resources** are fully annotated and feature government as well as popular websites.

**Books** are divided into three sections: **Searching for a Job**, **Applying for a Job** and **Interviewing for a Job**. Books listed as part of the General Collection may be checked out by any Erwin Library registered patron, faculty, staff or student for twenty-one days, with one renewal. Books listed as part of the Reference Collection should be used within the Erwin Library only.

All **Audiovisuals** are owned by the Erwin Library and may be checked out only by a WCC faculty member for up to a week for use in his or her classroom.

However, many more digital video titles about job searching and interviewing are available in the *Films on Demand* video streaming resource, which can be accessed and searched using the **WCC Single Search** aggregate database on the Erwin Library webpage at: <http://waynecc.edu/library/>

Many career planning tools are also available through WCC Single Search, including test preparation or sample tests, for exams such as the ASVAB, SAT, GRE and GED, as well as other certification exams.

Thousands of full-text **Journal Articles** are also available using the **WCC Single Search** aggregate database from the Erwin Library homepage. These texts may be printed out in the library, or at home, even emailed to your account.

Even if an article is not indexed by any of our databases, it can be obtained by Interlibrary Loan request made to the Erwin Library, either in-person at the Circulation Desk, by telephone at 919.739.6891, or by submitting an online request from the Interlibrary Loan link on the library's webpage.

**Library of Congress Subject Headings** may be used in a subject search to search the Erwin Library Online Public Access Catalog (OPAC) for books. These Library of Congress Subject Headings are excellent search terms and may be typed into a search box of any major database with no punctuation, just spaces between the words.

### Internet Resources:

<http://www.sjffs.com/jobs/hro.htm>

## Job Searches and Applications: A Bibliography

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The 4th Force Support Squadron's NAF Human Resources Office fills non-appropriated positions on Seymour Johnson AFB. A list of all non-appropriated positions is online with instructions on how to apply.

<http://www.afpc.randolph.af.mil/>

The Air Force Personnel Center at Randolph AFB is the jobs site of the United States Air Force.

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

An employment search engine for the United States; in one simple search, Careerjet gives the job seeker access to a massive selection of jobs that are compiled from various Internet sources.

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

CareerOneStop is "a U.S. Department of Labor-sponsored Web site that offers career resources and workforce information to job seekers, students, businesses, and workforce professionals to foster talent development in a global economy." – From About Us page.

<https://www.ncesc.com/default.aspx>

The Employment Security Commission of North Carolina provides the NC Job Bank, a searchable database of jobs in North Carolina, as well as current information on scheduled job fairs, links to the web sites of major employers in North Carolina, and other valuable information resources for job seekers.

<http://www.job-hunt.org/>

"The purpose of the Job-Hunt.Org Web site is to provide the most comprehensive listing of useful Internet-accessible job-search resources and services on the Web, in a format which is most useful to job seekers." – From About page

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

MilitaryHire.com is a veteran-developed site targeted for former military personnel making the transition to civilian careers.

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

Monster is a leading online global jobs site with over 800,000 jobs and thousands of pages of career information and advice.

[http://www.newsargus.com/classifieds/help\\_wanted/index.shtml](http://www.newsargus.com/classifieds/help_wanted/index.shtml)

The Help Wanted section of the Goldsboro News-Argus Classifieds is searchable online.

<http://www.bls.gov/OCO/>

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The Occupational Outlook Handbook gives you information about jobs such as the training and education needed, earnings, expected job prospects, what workers do on the job and working conditions. It also gives you job search tips and state job information.

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

"The Riley Guide is a directory of employment and career information sources and services on the Internet. It is primarily intended to provide instruction for job seekers on how to use the Internet to their best advantage, but recruiters and other career service industry professional will find information here to help them also." - From About page

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

Triangle Jobs is the Triangle (Raleigh-Durham-Chapel Hill) region's largest database of local jobs.

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

USAJOBS is the official jobs site of the United States government.

<http://www.ncpublicschools.org/work4ncschools/>

Work 4 NC Schools is a website geared towards teacher and educator recruitment and jobs in North Carolina.

### Books:

#### Searching for a Job

*The Big Book of Jobs*. 2012-2013 ed. New York: McGraw-Hill, 2011. Call Number: HF5382.5 .U5 B54 2011

Bolles, Richard Nelson. *What Color is Your Parachute?* Berkeley, Calif.: Ten Speed Press, 1971-. Call Number: HF5382.7 .B64 2012

Bolles, Mark Emery. *What Color Is Your Parachute: Guide to Job-Hunting Online*. 6<sup>th</sup> ed. Berkeley: Ten Speed Press, 2011. Call Number: HF5382.75 .U6 B65 2011

Damp, Dennis V. *The Book of U.S. Government Jobs: Where They Are, What's Available and How to Get One*. 10<sup>th</sup> ed. McKees Rocks, Pa.: Bookhaven Press, 2008. Call Number: JK716 .D36 2008

*Encyclopedia of Careers and Vocational Guidance*. 15<sup>th</sup> ed. 5 vols. New York: Ferguson's, 2011. Call Number: Reference HF5381 .E52 2011

Farley, Janet I. *Military-to-Civilian Transition Guide*. 2<sup>nd</sup> ed. Indianapolis, Ind.: JIST Works, 2010. Call Number: HF5384 .F37 2010

Farr, J. Michael. *200 Best Jobs for College Graduates*. 4<sup>th</sup> ed. Indianapolis, Ind.: JIST Works, 2009. Call Number: HF5381 .F4563 2009

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Farr, J. Michael. *300 Best Jobs without a Four Year Degree*. 3<sup>rd</sup> ed. Indianapolis, Ind.: JIST Works, 2009. Call Number: HF5381 .F4562 2009

Farr, Michael. *The Very Quick Job Search: Get a Better Job in Half the Time!* 3<sup>rd</sup> ed. Indianapolis, Ind.: JIST Works, 2004. Call Number: HF5382.75 .U6 F37 2004

Fein, Richard. *95 Mistakes Job Seekers Make—And How to Avoid Them*. Manassas Park, Va.: Impact Publications, 2003. Call Number: HF5382.7 .F44 2003

Graham, Shawn. *Courting Your Career: Match Yourself With the Perfect Job*. Indianapolis, Ind.: JIST Works, 2008. Call Number: HF5382.7 .S72 2008

Ryan, Daniel J. *Job Search Handbook for People with Disabilities*. 3<sup>rd</sup> ed. Indianapolis, Ind.: JIST Works, 2011. Call Number: HV1568.5 .R93 2011

Shatkin, Laurence. *Best Jobs for the 21<sup>st</sup> Century*. 6<sup>th</sup> ed. Indianapolis, IN: JIST Works, 2012. Call Number: HF5381.15 .F37 2012

Troutman, Kathryn K. *Tens Steps to a Federal Job*. 2<sup>nd</sup> ed. Baltimore, Md.: The Resume Place, 2009. Call Number: JK716 .T733 2009

### Applying for a Job

Beatty, Richard H. *175 High-Impact Cover Letters*. 3<sup>rd</sup> ed. New York: J. Wiley and Sons, 2002. Call Number: HF5383 .B324 2002

Beatty, Richard H. *The Perfect Cover Letter*. 3<sup>rd</sup> ed. Hoboken, NJ: J. Wiley, 2004. Call Number: HF5383 .B325 2004

Beatty, Richard H. *The Resume Kit*. 5<sup>th</sup> ed. Hoboken, N.J.: Wiley, 2003. Call Number: HF5383 .B33 2003

Betrus, Michael. *202 Great Cover Letters*. New York: McGraw-Hill, 2008. Call Number: HF5383 .B4354 2008

Block, Jay A. *2500 Keywords to Get You Hired*. New York: McGraw-Hill, 2003. Call Number: HF5383 .B5355 2003

Bright, Jim. *Amazing Resumes: What Employers Want to See and How to Say It*. 2<sup>nd</sup> ed. Indianapolis, Ind.: JIST Pub., 2009. Call Number: HF5383 .B69 2009

Brown, Lola. *Resume Writing Made Easy: A Practical Guide to Resume Preparation and Job Search*. 8<sup>th</sup> ed. Upper Saddle River, N.J.: Pearson/Prentice Hall, 2007. Call Number: HF5383 .C69 2007

Enelow, Wendy S. *Expert Resumes for Career Changers*. Indianapolis, IN: JIST Works, 2010. Call Number: HF5383 .E47875 2010

Enelow, Wendy S. *Expert Resumes for Military-to-Civilian Transitions*. 2<sup>nd</sup> ed. Indianapolis, Ind.: JIST Pub., 2010. Call Number: HF5383 .E47885 2010

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Enelow, Wendy S. *Expert Resumes for People Returning to Work*. 2<sup>nd</sup> ed. Indianapolis, Ind.: JIST Works, 2008. Call Number: HF5383 .E4789 2008

*The Guide to Basic Resume Writing*. 2<sup>nd</sup> ed. Chicago, Ill.: VGM Career Books, 2004. Call Number: HF5383 .G727 2004

Ireland, Susan. *The Complete Idiot's Guide to the Perfect Resume*. 5<sup>th</sup> ed. Indianapolis, IN: Alpha Books, 2010. Call Number: HF5383 .I747 2010

Kennedy, Joyce Lain. *Cover Letters for Dummies*. 3<sup>rd</sup> ed. Hoboken, N.J.: Wiley Publishing, 2009. Call Number: HF5385 .K418 2009

Kennedy, Joyce Lain. *Resumes for Dummies*. 6<sup>th</sup> ed. Hoboken, NJ: Wiley, 2011. Call Number: HF5383 .K424 2011

Krannich, Ronald L. *No One Will Hire Me!: Avoid 17 Mistakes and Win the Job*. 3<sup>rd</sup> ed. Manassas Park, Va.: Impact Publications, 2007. Call Number: HF5382.7 .K713 2007

Kursmark, Louise. *Best Resumes For College Students and New Grads*. 3<sup>rd</sup> ed. St. Paul, Minn.: Jist Works, 2012. Call Number: HF5383 .K867 2012

MacDougall, Debra Angel. *The 6 Reasons You'll Get the Job: What Employers Look for – Whether They Know It or Not*. 1<sup>st</sup> ed. New York: Prentice Hall, 2010. Call Number: HF5382.7 .M313 2010

*McGraw-Hill's Big Red Book of Resumes*. Chicago, Ill.: McGraw-Hill, 2002. Call Number: HF5383 .M337 2002

Noble, David F. *Gallery of Best Resumes: A Collection of Quality Resumes by Professional Resume Writers*. 5<sup>th</sup> ed. Indianapolis, IN: JIST Pub., 2012. Call Number: HF5383 .N62 2012

Noble, David F. *Gallery of Best Resumes for People without a Four-Year Degree*. 4<sup>th</sup> ed. Indianapolis, Ind.: JIST Works, 2009. Call Number: HF5383 .N622 2009

*Resumes for First Time Job Hunters: With Sample Cover Letters*. 3<sup>rd</sup> ed. New York: McGraw-Hill, 2005. Call Number: HF5383 .R4376 2005

*Resumes for the 50+ Job Hunter*. 3<sup>rd</sup> ed. New York: McGraw-Hill, 2009. Call Number: HF5383 .R453 2009

### Interviewing for a Job

Beatty, Richard H. *The Five-Minute Interview: A Job Hunter's Guide to a Successful Interview*. 3<sup>rd</sup> ed. Hoboken, N.J.: John Wiley, 2002. Call Number: HF5549.5 .I6 B39 2002

Beatty, Richard H. *The Interview Kit*. 3<sup>rd</sup> ed. Hoboken, N.J.: Wiley, 2003. Call Number: HF5549.5 .I6 B387 2003

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Beshara, Tony. *Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job*. New York: American Management Association, 2008. Call Number: HF5549.5 .I6 B4715 2008

Fry, Ronald W. *101 Smart Questions to Ask on Your Interview*. 3<sup>rd</sup> ed. Boston, Mass.: Course Technology, 2009. Call Number: HF5549.5 .I6 F757 2009

Kador, John. *301 Best Questions to Ask on Your Interview*. New York: McGraw-Hill, 2010. Call Number: HF5549.5 .I6 K3 2010

Kennedy, Joyce Laine. *Job Interviews for Dummies*. 4<sup>th</sup> ed. Hoboken, N.J.: Wiley, 2012. Call Number: HF5549.5 .I6 K393 2012

Krannich, Caryl Rae. *Job Interview Tips for People with Not-So-Hot Backgrounds: How to Put Red Flags behind You to Win the Job*. Manassas Park, Va.: Impact Publications, 2004. Call Number: HF5549.5 .I6 K722 2004

Martin, Carole. *Boost Your Interview IQ*. New York: McGraw-Hill, 2004. Call Number: H61.28 .M365 2004

Stein, Marky. *Fearless Interviewing: How to Win the Job by Communicating With Confidence*. New York: McGraw-Hill, 2003. Call Number: HF5549.3 .I6 S728 2003

### Audiovisuals:

Dale, Deidre. *Ms. Interview*. Los Angeles, CA: Placement Co., 2003. 1 DVD (60 min.) Call Number: HF5549.5 .I6 M7 2003

Farr, J. Michael. *Putting the Bars behind You: A Guide to Job Interviewing for the Ex-Offender*. Indianapolis, Ind.: JIST Works, 2004. 1 DVD (24 min.) Call Number: HV9288 .P88 2004

*Interview Performance*. Victoria, Australia: VEA; New York: Dist. by Insight Media, 2006. 1 DVD (26 min.) Call Number: HF5383 .I68 2006

Knight, Jeanne. *10 Steps to Interviewing With Confidence*. Boston, MA: Jeanne Knight, 2006. 1 DVD (60 min.) Call number: HF5549.5 .I6 T46 2006

*Powerful Resumes*. Victoria, Australia: VEA, 2006. 1 DVD (26 min.) Call Number: HF5383 .P69 2006

Stanfield, James, Susan Gardner and Lisa Matulonis. *First Job Survival Skills: Surviving the First 90 Days*. Santa Barbara, Calif.: Stanfield Pub., 2001. 6 DVDs. Call Number: HF5381.I5.F57 2001

Sutherland, Paul. *10 Things Not To Do in an Interview*. Victoria, Australia: Video Education Australasia. 1 DVD (ca. 25 min.) Call Number: HF5549.5 .I6 A13 2006

Wilson, Robert F. *Interview to Win Your First Job*. Indianapolis, Ind.: Park Avenue Productions: JIST Works, 2005. 1 DVD (32 min.) Call Number: HF5549.5 .I6 I58 2005

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Wolff, Dwayne. *How to Prepare a Job Winning Resume*. Huntsville, TX: Interactive Educational Media, 2005. 1 DVD (25 min.) Call Number: HF5383 .H69 2005

Zobrist, Sue. *Interviewing: Your Key to Employment*. Indianapolis, Ind.: JIST, 2006. 1 DVD. Call Number: HF5549.5 .I6 I5842 2006

### Library of Congress Subject Headings:

Career changes.

Civil service positions. United States.

Cover letters.

Job hunting.

Occupations.

Resumes (Employment).

Retired military personnel. Employment.

Retirees. Employment.

Self-employed. United States

Veterans. Employment.

Women. Employment.