

# Career and Job Searching

Margaret E. Heggan Free Public Library

You can find books to check out using the following call number range:

331.12 – 331.799

Search the library's catalog using the following subjects:

Careers.

Career changes.

Career development.

Job hunting

Occupations.

Vocational guidance.

1. Go to [www.hegganlibrary.org](http://www.hegganlibrary.org)
2. Click **Advanced Search**.
3. Click the **arrow** next to **words or phrase** and select **subject**.
4. Type in one of the subjects listed above and click **Search**.

The books **listed** are a selection of the larger collection. Ask the **librarian** for help finding **additional books**.

## Non-fiction

<b>Strategies for successful career change / Martha Mangelsdorf.</b> 331.12 MAN	<b>Job Interviews for dummies / Joyce Lain Kennedy.</b> 331.13714 KEN
<b>Get hired in a tough market / Alan De Back.</b> 331.137 DEB	<b>Negotiating your salary / Jack Chapman.</b> 331.21 CHA
<b>Job searching with social media for dummies / Joshua Waldman.</b> 331.137 WAL	<b>Over 40 &amp; You're Hired / Robin Ryan.</b> 331.394 RYA
<b>Best keywords for resumes, cover letters and interviews / Wendy Enelow.</b> 331.1371 ENE	<b>LinkedIn for Dummies / Joel Elad.</b> 338.6501 ELAD
<b>Knock 'em dead cover letters / Martin Yate.</b> 331.13713 YATE	<b>The complete idiot's guide to branding yourself / Sherry Beck Paprocki.</b> 338.6588 PAP

## Reference – Company and Agency Profiles

The books listed below provide information about local and national companies. Contact, company, and industry information is available which can be used for career exploration and job application.

Reference books (REF) cannot be checked out.

<b>New Jersey Business to Business Directory.</b> REF 338.6583 NEW	<b>Headquarters USA / Rich's Business Directories.</b> REF 338.6588 HEADQUARTERS
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Encyclopedia of Emerging Industries / Gale. REF 338.6588 ENC	The New Jersey Business Source Book / Research Communications. REF 338.6588 NEW
Gloucester County Business Directory. REF 338.6588 GLO	The Almanac of American Employers / Jack W. Plunkett. REF 338.7 ALMANAC

## Linked In

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

Linked In is a social networking site for job seekers. There is no cost to create a profile on the site. Fees are charged for premium accounts. List your job experience, certifications, professional skills, and education on your profile. Connect to professional and alumni associations, former supervisors and co-workers, and former professional associates.

## Computer Lab

Use the computer lab to work on your job search. Our career and job databases can be accessed in the computer lab. We also have **Microsoft Word** which has **resume templates** to help you construct your resume.

You **cannot** save your resume or any document to the library computers. Bring a **flash drive** on which you can save your resume. **Flash drives** can be purchased in the library or at most office supply stores. **Prices vary** depending on how much memory you get on the flash drive.

## Microsoft Word Resume Templates

There are **resume templates** available on **Microsoft Word**. Follow the instructions below to access the templates.

1. Click on the **Office Button** in the **top left-hand** corner to open Microsoft Word.
2. Select **New**.
3. Select **Resumes and Cover Letters** which is located on the **left**. You will have to scroll down to make your selection.
4. Select a **resume or cover letter style**. A preview will appear on the right.
5. Click **Download**.
6. Follow the **template instructions**.

## Databases

The library databases can be accessed in the library or from home. Home access is only available to Margaret E. Heggan cardholders.

1. Go to [www.hegganlibrary.org](http://www.hegganlibrary.org)
2. Click **Research**.
3. Click **Vocation and Career Building**.
4. Click the **name of the database** you want to access.
5. You will be prompted for your **card number** if you are accessing the databases from home.

## Ferguson's Career Guidance Center

This database provides a variety of resources including job and industry profiles, information on job hunting, workplace skills and career advice.

### Job and Career Accelerator

This database can be used to assess your interests and explore occupations that match those interests, view over 5 million job and internship listings, prepare resumes and cover letters, and organize and keep track of your job search process.

### Learning Express Library

Use this database to learn computer software such as MS Word, Excel, PowerPoint and Publisher. Take occupation practice tests for a variety of professions including firefighting, law enforcement, nursing, teaching and cosmetology. Prepare for standardized exams including the GED, SAT, GRE, LSAT, MCAT, and GMAT. Practice basic skills such as math and reasoning, public speaking, reading, writing, and grammar.

## Job Search Tips

- 1. Set up an Email Account.**  
Set up an email account before beginning your job search. Job searching and application is largely online and will require an email address when submitting an application. Potential employers often will communicate with you via email. Free email accounts can be set up with Google and Yahoo and can be accessed at any computer that has Internet access.
- 2. Maintain Usernames, Passwords, and Security Information in a notebook or file.**  
Maintain a notebook or file where you keep the usernames, passwords and security questions that you create for your email and company accounts. You will need them when you apply for other jobs with the same company.
- 3. Create an account with the company where you are applying.**  
The job seeker will often have to create an account with the company before applying for the job online.
- 4. If you are interested in a specific organization or company check their website for job announcements.**
- 5. Check your spelling and grammar. Do not rely on the spellcheck and grammar check.**
- 6. Make sure that you capitalize when appropriate. Presentation is as important as content.**
- 7. Older job seekers should place their education at the bottom of their resume. You want to highlight your job experience and not your age.**

## Online Job Searching

Job announcements will often be listed on the website under Careers, Employment Opportunities, Job Opportunities, or Job Listings.

### New Jersey Job Seeking

<b>Gloucester County One Stop Career Center</b> <a href="http://www.co.gloucester.nj.us/depts/e/ed/jobres/osc.c.asp">http://www.co.gloucester.nj.us/depts/e/ed/jobres/osc.c.asp</a>	<b>New Jersey Department of Labor and Workforce Development</b> <a href="http://lwd.state.nj.us/labor/">http://lwd.state.nj.us/labor/</a>
<b>New Jersey Career Assistance Navigator</b> <a href="https://njcis.intocareers.org/materials/portal/home.html">https://njcis.intocareers.org/materials/portal/home.html</a>	<b>New Jersey Next Stop</b> <a href="http://www.njnextstop.org">http://www.njnextstop.org</a>

## Job Listings

### Civil Service

<b>New Jersey</b> <a href="http://www.state.nj.us/csc/">http://www.state.nj.us/csc/</a>	<b>Delaware</b> <a href="http://www.delawarestatejobs.com/">http://www.delawarestatejobs.com/</a>
<b>Pennsylvania</b> <a href="http://www.scsc.pa.gov/Pages/default.aspx">http://www.scsc.pa.gov/Pages/default.aspx</a>	<b>Federal</b> <a href="http://www.usajobs.gov">http://www.usajobs.gov</a>
<b>Federal Jobs Digest</b> <a href="http://www.jobsfed.com/">http://www.jobsfed.com/</a>	<b>Note:</b> Many states have residency requirements for individuals seeking a state job.

### General

<b>CareerBuilder</b> <a href="http://www.careerbuilder.com/">http://www.careerbuilder.com/</a>	<b>Job Bank USA</b> <a href="http://www.jobbankusa.com/">http://www.jobbankusa.com/</a>
<b>Craig's List South Jersey</b> <a href="http://southjersey.craigslist.org/">http://southjersey.craigslist.org/</a> There are links for opportunities in North and Central Jersey, the Jersey Shore, Delaware and Philadelphia.	<b>Monster</b> <a href="http://www.monster.com/">http://www.monster.com/</a>
<b>Indeed</b> <a href="http://www.indeed.com/">http://www.indeed.com/</a>	<b>Simply Hired</b> <a href="http://www.simplyhired.com/">http://www.simplyhired.com/</a>
<b>Jobster</b> <a href="http://www.jobster.com">http://www.jobster.com</a>	<b>Snag a Job</b> <a href="http://www.snagajob.com/">http://www.snagajob.com/</a>

### Nonprofit

<b>Greater Philadelphia Cultural Alliance</b> <a href="http://www.philaculture.org/jobbank">http://www.philaculture.org/jobbank</a> Provides job listings for nonprofit jobs in the Philadelphia area. The jobs are focused in education and the arts.	<b>Work for Good</b> <a href="https://www.workforgood.org/">https://www.workforgood.org/</a> Allows the user to post their resume and search job opportunities. This site has listings for jobs with mission-oriented organizations.
<b>Idealist</b> <a href="http://www.idealists.org/">http://www.idealists.org/</a> Provides job, internship, and volunteer listings in the US and worldwide. Users and nonprofit organizations can create profiles where they list information about opportunities, connect with others, bookmark listings and post information.	<b>Philanthropy Journal</b> <a href="http://www.philanthropyjournal.org/jobs">http://www.philanthropyjournal.org/jobs</a> Lists job opportunities from around the country.
<b>Nonprofit Career Network</b> <a href="http://www.nonprofitcareer.com/">http://www.nonprofitcareer.com/</a> Provides listings for nonprofit jobs and a directory of nonprofit organizations. Job seekers can also post their resume.	<b>National Directory of Nonprofit Organizations</b> REF FINo61.3 NATIONAL This print resource must be used in the library.

### Library and Museum Jobs

Libraries will often list employment opportunities on their website. We have the following directories that list the libraries and museums in the United States. The directories are available only for use in the library.

<b>American Library Directory</b> REF 020.622 AMERICAN	<b>The Official Museum Directory</b> REF 069.025 OFFICIAL
<b>Official Directory of New Jersey Libraries and Media Centers</b> REF 027.0025 OFFICIAL	

## Professional and Trade Associations

Professional and trade associations will often have job listings on their website. The following reference books have contact information for associations in the United States.

<b>Encyclopedia of Associations : Regional, State, and Local Organizations / Gale</b> REF FIN o61.3 ENC	<b>National Trade and Professional Associations of the United States</b> REF FIN o61.3 NATIONAL
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## Career Exploration, Resumes, Cover Letters, and Interviewing

<b>Career Exploration - University of California - Berkeley</b> <a href="https://career.berkeley.edu/Info/careerexp.stm">https://career.berkeley.edu/Info/careerexp.stm</a>	<b>Major Resource Kits – University of Delaware</b> <a href="http://www.udel.edu/CSC/students/major_resource_kits.html">http://www.udel.edu/CSC/students/major_resource_kits.html</a> Explore career possibilities by subject/major and link to additional resources of information.
<b>Career One Stop</b> <a href="http://www.careerinfonet.org/">http://www.careerinfonet.org/</a> Provides information about a variety of careers including salaries, education and training, working conditions and much more.	<b>Occupational Outlook Handbook</b> <a href="http://www.bls.gov/ooh/">http://www.bls.gov/ooh/</a> Provides comprehensive information on key attributes and characteristics of occupations. This resource is from the US Bureau of Labor Statistics.
<b>Career Resource Library – Dept. of Labor</b> <a href="http://www.careerinfonet.org/crl/library.aspx">http://www.careerinfonet.org/crl/library.aspx</a> Includes information about career exploration and planning, training and education, and relocation.	<b>ONet</b> <a href="http://www.onetonline.org/">http://www.onetonline.org/</a> Provides information to help the job seeker explore careers. Sponsored by the Department of Labor.
<b>Interviewing Tips – Monster.com</b> <a href="http://career-advice.monster.com/job-interview/careers.aspx">http://career-advice.monster.com/job-interview/careers.aspx</a>	<b>Resume and Cover Letter Tips – Monster.com</b> <a href="http://career-advice.monster.com/resumes-cover-letters/careers.aspx">http://career-advice.monster.com/resumes-cover-letters/careers.aspx</a>
<b>Job Hunters Bible – What Color is my Parachute</b> <a href="http://www.jobhuntersbible.com/index.php">http://www.jobhuntersbible.com/index.php</a>	

## Librarian by Appointment

Schedule a **one-hour session** with the **Reference Librarian**. You will receive personalized assistance with your information needs. To find out what topics the librarian can help you with and to schedule an appointment, email [info@hegganlibrary.org](mailto:info@hegganlibrary.org) or call 856-589-3334 ext. 222.

## Chambers of Commerce

Chambers of Commerce will often have a membership directory that can be accessed online. It is a resource that can be used to connect with local businesses. Membership might be required to access the directory. They also often have member networking events.

<b>African American Chamber of Commerce – PA, NJ, DE</b> <a href="http://aachamber.org/">http://aachamber.org/</a>	<b>Philadelphia - Chamber of Commerce for Greater Philadelphia</b> <a href="http://www.greaterphilachamber.com/">http://www.greaterphilachamber.com/</a>
<b>African American Chamber of Commerce of NJ</b> <a href="http://www.aaccnj.com/">http://www.aaccnj.com/</a>	<b>Pitman – Greater Pitman Chamber of Commerce</b> <a href="http://www.uptownpitman.com/">http://www.uptownpitman.com/</a>
<b>Asian American Chamber of Commerce of Greater Philadelphia</b> <a href="http://www.asianchamberphila.org/">http://www.asianchamberphila.org/</a>	<b>Southern NJ - Chamber of Commerce</b> <a href="http://www.chambersnj.com">http://www.chambersnj.com</a>

<b>Camden County Chamber of Commerce</b> <a href="http://www.camdencountychamber.com/">http://www.camdencountychamber.com/</a>	<b>Statewide Hispanic Chamber of Commerce of NJ</b> <a href="http://shccnj.org">http://shccnj.org</a>
<b>Gloucester County Chamber of Commerce</b> <a href="http://www.gc-chamber.com/">http://www.gc-chamber.com/</a>	<b>United States Chamber of Commerce</b> <a href="http://www.uschamber.com/">http://www.uschamber.com/</a>
<b>Greater Philadelphia Hispanic Chamber of Commerce</b> <a href="http://philahispanicchamber.org">http://philahispanicchamber.org</a>	<b>U.S. Women's Chamber of Commerce</b> <a href="http://www.uswcc.org">http://www.uswcc.org</a>
<b>New Jersey Chamber of Commerce</b> <a href="http://www.njchamber.com/">http://www.njchamber.com/</a>	<b>Washington Township Chamber of Commerce</b> <a href="http://www.wtchamber.org">http://www.wtchamber.org</a>
<b>Philadelphia – Center City Proprietors</b> <a href="http://www.centercityproprietors.org/">http://www.centercityproprietors.org/</a>	<b>Woodbury – Greater Woodbury Chamber of Commerce</b> <a href="https://greaterwoodburychamber.com/">https://greaterwoodburychamber.com/</a>



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