

Career and Job Search Resources

LIBRARY CATALOGS

Bowling Green Technical College Library: <http://opac.kctcs.edu> (Limit search to **Bowling Green TC**)
 Bowling Green Public Library: <http://catalog.bgpl.org/>
 Western Kentucky University Libraries TOPCAT: <http://topcat2000.wku.edu/>

Materials can be borrowed from WKU Libraries and delivered to the BGTC Library.
 Submit the [BGTC/WKU Library Book Service Form](#) on the library's website to staff at the Help Desk.

LIBRARY OF CONGRESS (LC) CALL NUMBERS

Look for the call numbers listed below on the library shelves to find print and audio-visual materials on the following subjects:

SOCIAL SCIENCES: H

HF: Vocational guidance and career development

Library of Congress Classification System is available at: <http://www.loc.gov/catdir/cpsolcco/>

SUBJECT HEADINGS

Use the subject headings listed below when searching a library catalog for materials:

- Career changes
- Career development
- Cover letters
- Employment interviewing
- Job hunting
- Negotiation in business
- People with disabilities—employment
- People with disabilities—vocational guidance
- Vocational guidance
- Wages

REFERENCE AND CIRCULATING RESOURCES

175 Best Jobs Not Behind a Desk	HF 5382.5.U5 F364 2007
200 Best Jobs for College Graduates	HF 5381 F4563 2006
Career Quizzes	HF 5381.5 L568 2008
Careers in High Tech	TA 157.B3418 2007
Cover Letters That Knock 'Em Dead	HF 5383.Y378 2006
Cracking the <i>GED</i>	LB3060.33.G45 C75
Enhanced Occupational Outlook Handbook	HF 5382 E54 2009 REF
Job Savvy	HF 5381.L747 2008
The real <i>ACT</i> prep guide: the only official prep guide from the makers of the <i>ACT</i> .	LB2353.48 R4 2005
Resumes That Knock 'Em Dead	HF 5383.Y38 2006
Top 100 Careers Without a Four-Year Degree	HF 5382.5 U5 F375 2007
What Color Is Your Parachute	HF 5382.7 B64 2007

There are many books on this subject in the library. Trade journals also contain job advertisements. Check the Library Catalog at for a complete listing <http://opac.kctcs.edu>

DATABASES (use these to find indexed, full-text journals and magazine articles)

Kentucky Virtual Library (KYVL)

<http://www.kyvl.org>

(Available Off Campus—Contact library for current Username & Password)

Resources: **EBSCOhost**, **Grolier Encyclopedias** (Encyclopedia Americana), **ProQuest**, **Kentuckiana Digital Library** and **Kentucky Statistics**.

NetLibrary (Electronic Books)

<http://www.netlibrary.com>

(Available Off Campus—Must create a free account on campus first.)

There are hundreds of ebooks on resumes, cover letters, interviewing and job hunting that can be viewed in the library or at home. Many of the print titles in the library collection are also available in this database. The following current titles are available: *The Ultimate Job Search: Intelligent Strategies to Get the Right Job Fast*, *Step-by-step Resumes*, *300 Best Jobs Without a Four-year Degree*, *America's Top 101 Computer and Technical Jobs*, *15-Minute Cover Letter: Write an Effective Cover Letter Right Now*, *Careers in Health Care*, *Careers in Science*, *The Perfect Cover Letter*. Also includes some test preparation guides such as the SAT.

WEBSITE RESOURCES

- **CareerOneStop:** <http://www.careeronestop.org/>
Sponsored by the U.S. Department of Labor, this site provides links to national web sites that help businesses, job seekers, students, and workforce professionals find employment and career resources:
 - America's Career InfoNet** (www.CareerInfoNet.org) provides national, state and local career information and labor market data using unique career tools, career reports, videos, a career resource library and other innovative web-based tools.
 - America's Service Locator** (www.ServiceLocator.org) maps customers to a range of local services including workforce centers, unemployment benefits, job training, education opportunities, and other workforce services.
- **CollegeGrad:** <http://www.collegegrad.com>
This site is geared towards the entry-level job seekers. Contains articles on all aspects of resume writing, cover letters, the interview process, including interview preparation, dressing for success, and questions to ask, and many short videos on job hunting.
- **eResumes:** <http://www.eresumes.com/index.html>
eResumes has many sample resumes, including profession-specific and industry-specific resumes. Many of the samples show the resume both before and after revisions and include critiques by professional resume writers. The Web site also includes articles for job searchers.
- **Go Higher Kentucky Career Center:** <http://www.gohigherky.org/career/careercenter/>
A complete guide to attending college in Kentucky including financial aid and college application information, virtual campus visits, and career resources. Students need to create an account to use many of the services.
- **Go Higher Kentucky Adult Education Center:** <http://www.gohigherky.org/AdultEducation>
Provides information on the GED, attending college and career services.
- **Job Hunter's Bible:** <http://www.jobhuntersbible.com/>
Links to online career and personality tests compiled by Richard Bolles, author of *What Color is Your Parachute?*. Includes a link to the Career Interests Game which is based on John Holland's occupational model.
- **JobStar:** <http://jobstar.org/tools/resume/index.php>
Comprehensive resume website that explains what resume is, gives suggestions on how to select the right resume, and provides many sample resumes and cover letters.
- **Keirsey Temperament Sorter:**
http://www.advisorteam.com/temperament_sorter/register.asp?partid=1
This personality test uses 70 questions to determine your personality type.
- **Minimum Wage:** <http://www.dol.gov/dol/topic/wages/minimumwage.htm>
Information on the minimum wage from the U.S. Dept. of Labor. Includes rates, history, a clickable map of minimum wage laws in states, and frequently asked questions.
- **Monster.com Career Advice:** <http://content.monster.com/home.aspx>
Provides many helpful articles and tips on job hunting.
- **Occupational Outlook Handbook (OOH):** <http://www.bls.gov/oco/>
Gives information about hundreds of different types of jobs such as the training and education needed, wages, expected job prospects, what workers do on the job and working conditions.
- **O*NET:** <http://www.onetcenter.org/>
The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Use [O*NET OnLine](#) to explore and searching occupations. The database also includes the [Career Exploration Tools](#), a set of assessment instruments for

workers and students looking to find or change careers.

- **Princeton Review Career Quiz:**

http://www.princetonreview.com/cte/quiz/career_quiz1.asp

This quiz determines a general area that the test-taker has an interest in. The site also links to a more in-depth career profile, which is not free.

- **Western Kentucky University Career Services Center:** <http://www.wku.edu/CareerServ/>

Useful links on resume & letter writing, interviewing and salary information. Provides helpful links to U.S. newspapers and to job resources in business and industry.

- **Workforce Kentucky:** <http://www.workforcekentucky.ky.gov/>

It is the largest source of labor market data in the commonwealth. Users can explore occupations, labor markets, geographic areas, industry projections, and much more.

COMMUNITY RESOURCES

[Bowling Green Public Library](#) has a **Career Resource Center** and offers the **Learning Express Library** database. Learning Express Library offers online practice tests and test preparation study materials for many categories: academic (AP exams, ACT and SAT preparation, GMAT, GRE, LSAT, MCAT), teacher certification, citizenship, civil service, cosmetology, EMS, firefighter, GED, law enforcement, military, nursing and real estate. Must have a BGPL Library Card to access the database.

Revised March 2009