

# Resumes & Career Planning

## *Websites*

**NC Works Online** [www.neworks.gov](http://www.neworks.gov)

Search for available North Carolina jobs, create a resume, find education and training opportunities, and explore resources and services for youth and veterans seeking jobs.

**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.

## **Library Books**

*Use the Library Catalog to search for books, eBooks, and other resources for your job hunt.* <http://sppl.tlcdelivers.com>

### **Some suggestions:**

*Dream year : make the leap from a job you hate to a life you love* (2014) by Arment, Ben.

*This is how to get your next job : an inside look at what employers really want* (2013) by Kay, Andrea.

*The 2-hour job search : using technology to get the right job faster* (2012) by Dalton, Steve.

*I got my dream job and so can you : 7 steps to creating your ideal career after college* (2012) by Leibman, Pete.

*How to get a great job : a library how-to handbook* (2011).

## **Library eBooks**

*Library cardholders can access these titles online at the library or from a remote location—ask how at the Reference desk or call 910-692-8235.*

*Knock 'Em Dead Job Interviews.* Martin John Yate. 2012.

*What Color Is Your Parachute? Guide to Job-Hunting Online 6<sup>th</sup> Edition.* Mark Emery Bowles. 2011.

*What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers.* Richard N. Bolles. 2011.

*The Resume and Cover Letter Phrase Book: what to write to get the job that's right, plus 50 phrases to never use!* Nancy Schuman. 2011.

*Step-by-Step Resumes: build an outstanding resume in 10 easy steps!* Evelyn U. Salvador. 2011.

## **Employment listings- North Carolina**

<b>Employment Security Commission</b>	<a href="http://www.ncesc.com">www.ncesc.com</a>
<b>North Carolina State Job Opportunities</b>	<a href="http://www.osp.state.nc.us/jobs/">http://www.osp.state.nc.us/jobs/</a>
<b>The Pilot Classifieds</b>	<a href="http://www.thepilot.com/classifieds/">http://www.thepilot.com/classifieds/</a>
<b>Fayetteville Observer Classifieds</b>	<a href="http://www.marketplaceadsonline.com/marketplace/ncfay">http://www.marketplaceadsonline.com/marketplace/ncfay</a>
<b>Raleigh News &amp; Observer Classifieds</b>	<a href="https://jobs.triangle.com/">https://jobs.triangle.com/</a>
<b>Charlotte Observer Classifieds</b>	<a href="https://jobs.charlotteobserver.com/">https://jobs.charlotteobserver.com/</a>

## **Employment Listings- United States**

**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.gov](http://www.usajobs.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)**