

Career Information

The Paoli Public Library offers a wide variety of books and other materials concerning your career and job search. For reference materials, please visit the Circulation Desk of the Paoli Public Library. Circulating materials are located in the Adult Non-fiction and the Children's room of the library.

To find career and job information in book format, use Paoli Public Library's online Evergreen catalog at <http://evergreen.lib.in.us/eg/opac/home>. Enter the name as a **Subject** search, such as:

Job

Career and job books usually have a call number as follows:

331.7 Career (Adult Non-fiction)

650.1 Resumes (Adult Non-fiction)

J 331.7 (Children's Non-fiction)

To search Inspire's online databases at <http://inspire.net/>, consult these sources from the Paoli Public Library or from home and office.

Business Source Premier

Corporate ResourceNet

Health Business FullText

McClatchy-Tribune Collection

Newspaper Source

Regional Business News

Small Business Resource Center

To locate general information, also check the following resources in our

Adult Non-fiction:

331.7 SAN	Careers Inside the World of Trades
332.1 SIM	Choosing a Career in Banking and Finance
362.1 WIL	Careers Inside the World of Health Care
363.2 WIR	Choosing a Career in Law Enforcement
363.7 GAR	Careers Inside the World of Environmental Science
370 CUT	Careers in Teaching
384 HUR	Choosing a Career in Film, Television, or Video
388 McG	Choosing a Career in Transportation
600 FAR	Why Should I Hire You? Turn Interview Questions into Job Offers
602.3 SPE	Careers Inside the World of Technology
610.69 McA	Working in Health Care
610.69 SIM	Careers in Medicine
615.8 HAW	Careers in Physical Therapy
624 LYT	Exploring Careers in the Construction Industry
636.089 DUN	Careers in Veterinary Medicine
647.94 RUE	Choosing a Career in Hotels, Motels, and Resorts
647.95 BEA	Choosing a Career in the Restaurant

	Industry
650.1 ROS	The Resume Handbook: How to Write Outstanding Resumes and Cover Letters for Every Situation
650.1 DEV	Goof-proof Resumes and Cover Letters
650.1 ENE	No-nonsense Resumes: The Essential Guide to Creating Attention-grabbing Resumes That Get Interviews and Job Offers
650.1 ENE	Best Resumes for People Without a Four-Year Degree
650.14 NOB	Gallery of Best Resumes
651.3 SIM	Careers Inside the World of Offices
657 ROS	Exploring Careers in Accounting
658.85 FRI	Careers Inside the World of Sales
696 LYT	Careers in Plumbing, Heating, and Cooling
796 McG	Careers Inside the World of Sports and Entertainment

For information in audio or visual format, visit the Paoli Public Library's circulation desk.

For Internet sources, consult these links that have been identified by library staff as particularly useful.

BestJobsUSA.com	http://www.bestjobsusa.com/
Career Builder	http://www.careerbuilder.com

CareerMag.com	http://www.careermag.com/
Career Network (Chronicle of Higher Education)	https://chroniclevitae.com/job_search/new
Career One Stop	http://www.jobbankinfo.org/
EmploymentGuide.com	http://www.employmentguide.com/index.html
EmploymentSpot	http://www.employmentspot.com/
Indeed	http://www.indeed.com/
Indiana Department of Personnel	http://www.in.gov/spd/
Indiana Jobs	http://indiana.jobing.com/
Indianapolis Star: Search Jobs	http://indystar.gannettonline.com/careerbuilder/index.html?srv=EndUser&act=Homepage
Job Bank USA	http://www.jobbankusa.com/
Job Search USA	http://www.jobsearchusa.org/
Monster	http://www.monster.com/
Overseas Jobs	http://www.overseasjobs.com/
Simply Hired	http://www.simplyhired.com/
eResumes and Resume Writing Services	http://www.eresumes.com/
Quint Careers	http://www.quintcareers.com/
Bureau of Labor Statistics	http://www.bls.gov/k12/
Occupational Outlook Handbook	http://www.stats.bls.gov/ooh/home.htm
About Jobs & Careers	http://www.about.com/careers/
Workplace Issues	http://www.usa.gov/Citizen/Topics/Edu

	cation-Training.shtml
Indiana Department of Workforce Development	http://www.in.gov/dwd/
Finding a Job	http://www.in.gov/dwd/2431.htm
OWL Purdue: Job Searching	https://owl.english.purdue.edu/owl/resource/549/01/
Resumes and Cover Letters	http://www.employmentspot.com/resources/resumes-and-cover-letters/
Skill Set Assessment	http://www.in.gov/dwd/2418.htm
America's CareerInfoNet	http://www.careerinfonet.org/default.asp
Career Guide to Industries	http://www.bls.gov/ooh/About/Career-Guide-to-Industries.htm
Cost of Living - Salary Calculator	http://www.moving.com/real-estate/salary-calculator.asp
Dictionary of Occupational Title Index	http://www.wave.net/upg/immigration/cot_index.html
Occupational Outlook Quarterly Online	http://www.bls.gov/opub/ooq/home.htm
Wage Estimates by Metropolitan Area	http://www.bls.gov/oes/current/oessrcma.htm
American Institute for Economic Research: Cost of Living	https://www.aier.org/#cost-of-living
Consumer Price Index	http://www.bls.gov/cpi/
BrainTrack Career Guide	http://www.braintrack.com/colleges-by-career
Riley Guide	http://www.rileyguide.com/

Wall Street Journal Career page	http://online.wsj.com/public/page/news-career-jobs.html
Intern Zoo	http://www.internzoo.com/
Cool Works	http://www.coolworks.com/
Federal Jobs Central	http://www.fedjobs.com/
Moving.com	http://www.moving.com/

**There are many other sources available throughout the library system.
Please ask a Librarian for further assistance.**

Paoli Public Library

Subject Guide

Contact us to ask reference questions, request Library materials, and obtain Library information.

Phone: 812.723.3841 ☎ Online: <http://paoli.lib.in.us>