

CAREER INFORMATION

Use this quick guide to locate materials in the Career Information area located in Reference Central on the fourth floor of the Orlando Public Library. Check the circulating collection for these and similar titles available for check out. These materials may also be available at branches of the Orange County Library System.

General Career Information

R 331.7 One	<i>The O*Net Dictionary of Occupational Titles</i>
R 331.702 Car	<i>Career Information Center</i> (13 volumes)
R 331.702 Enc	<i>Encyclopedia of Careers & Vocational Guidance</i> (4 volumes)
R 331.76058 Occ	<i>Occupational Outlook Handbook</i>
R 374.013 Ame	<i>American Trade School Directory</i>

Earnings Information

R 331.11 Wri	<i>The American Almanac of Jobs & Salaries</i>
R 331.2 Ame	<i>American Salaries & Wages Survey</i>
R 331.29759 Flo	<i>Florida Occupational Employment Statistics Wage Report</i>
R 331.29759 Nat	<i>Orlando, FL National Compensation Survey</i>

Getting Hired

R 331.128 Bol	<i>What Color is Your Parachute?</i>
650.14 Bea	<i>175 High-Impact Cover Letters</i>
650.14 Blo	<i>101 Best Resumes to Sell Yourself</i>
650.14 Kra	<i>Dynamite Answers to Interview Questions</i>
R 650.14 Yat	<i>Cover Letters that Knock 'Em Dead</i>
650.14 Yat	<i>Knock 'Em Dead: The Ultimate Job Seeker's Handbook</i>

Job Hunting

R 331.12 Flo	<i>Florida Job Bank</i>
R 331.128 Dun	<i>Career Guide</i>
R 331.128 Job	<i>Job Hunter's Sourcebook</i>
331.128 Lau	<i>Professional's Job Finder</i>
R 331.128 Nat	<i>National Job Bank</i>
R 331.25 Int	<i>Internships (Pub. by Peterson's)</i>
R 658.3111 Dir	<i>Directory of Executive Recruiters</i>

International Employment

331.128 Ove	<i>Overseas Summer Jobs—branches only</i>
R 331.702 Koc & circ	<i>International Jobs: Where They Are, How to Get Them</i>
650.14 Kra	<i>The Directory of Websites for International Jobs</i>
650.14 Lau	<i>International Job Finder: Where the Jobs are Worldwide</i>

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ORANGE COUNTY LIBRARY SYSTEM



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

Phone: Quest Line 407.835.7323 • TDD: 407.835.7641 • Online: www.ocls.info

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Job Listings (*Reference Central -- Fourth Floor*)

Federal Career Opportunities
The Federal Jobs Digest
International Employment Hotline
The Orlando Sentinel Sunday Employment Ads
The Orlando Sentinel Wednesday Working Section

Online Databases:

Search online databases through the Library's home page. The library's web page address is **www.ocls.info**. Select **Virtual Library—Online Databases---** **Ferguson's Career Guidance Center**

Additional information may be found using Internet web sites which have been identified by staff as particularly useful. The **Career & Employment NetLinks** are found in the **Virtual Library** at **www.ocls.info**

Visit these websites:

Agency for Workforce Innovation (FL State)	http://www.floridajobs.org
Careerbuilder	http://www.careerbuilder.com
Central Florida Employment Council	http://www.cfec.org (lists Job Fairs)
FloridaJobs.com	http://www.floridajobs.com
JobStar Central (salary surveys)	http://jobstar.org
Monster.com	http://www.monster.com
Orlando Sentinel Classified	http://www.orlandosentinel.com/classified/jobs
Overseas Jobs	http://www.overseasjobs.com
U.S. Office of Personnel Management (Federal jobs)	http://www.usajobs.opm.gov
USA Today Careers Network	http://www.usatoday.com/careers/careers.htm
<i>Wall Street Journal: Career Journal</i>	http://www.careerjournal.com
WorkForce Central Florida	http://www.workforcecentral.org
City of Orlando Employment	http://www.cityoforlando.net/sigma/

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