



## Employment Assistance Pathfinder

### PRINT RESOURCES

#### Books You Can Check Out (Dewey range 331, 650 )

- *Top 100 Careers for College Graduates* by Michael Farr NF 331.702 FarM
- *Top 100 Careers Without a Four-Year Degree* by Michael Farr NF 331.702 FarM
- *The Blue-Collar Resume and Job Hunting Guide: Secrets to Getting and Keeping the Job You Really Want* by Ron and Caryl Krannich NF 650.142 KranR
- *Work Your Way Around the World* by Susan Griffith NF 331.125 GriS
- *175 Best Jobs Not Behind a Desk* by Michael Farr NF 331.702 FarM
- *150 Best Jobs For a Better World* by the editors @ JIST and Laurence Shatkin
- *The Career Coward's Guide to Resumes : Sensible Strategies for Overcoming Job Search Fears* by Katy Piotrowski NF 650.142 PiotK
- *Expert Resumes for People Returning to Work* by Wendy S. Enelow NF 650.142 EneW
- *Expert Resumes for Military-to-Civilian Transitions* by Wendy S. Enelow NF 650.142 EneW
- *100+ Winning Answers to the Toughest Interview Questions* by Casey Hawley NF 650.14 HawC
- *Acing the Interview : How to Ask and Answer the Questions That Will Get You the Job* by Tony Beshara NF 650.14 BesT
- *Job Interviews for Dummies* by Joyce Lain Kennedy NF 650.14 KenL

#### Study Guides

- *Wiley CPA Examination Review* NF 657.076 Wile
- *McGraw-Hill's ASVAB: Armed Services Vocational Aptitude Battery* by Janet E. Wall NF 355.0076 WalJ
- *Master the Civil Service Exams* by Shannon R. Turlington NF 351.076 TurS
- *Countdown to the LSAT* by Peterson's NF 340.076
- *Master the NCLEX-PN* NF 610.7306 Alip
- *Lippincott's Review for NCLEX-RN* by Diane M. Billings NF 610.73076 Bill
- *Nursing Assistant/Nurse Aide Exam* NF 610.730698 Nurs
- *Barron's How to Prepare For the Real Estate Licensing Exams: Salesperson, Broker, Appraiser* NF 333.33076 Barr
- *Master the Firefighter Exam* NF 628.92076 Mast

Practice tests are also available **free** on the library database **Learning Express Library**. (See below)

#### Helpful Reference Books

- *The Occupational Outlook Handbook 2009* Ref 331.702 Occu
- *The Job Hunters Sourcebook 2008* Ref 331.702 Job
- *The Top 100: The Fastest-Growing Careers For the 21st Century* Ref 331.702 Top

#### Electronic Resources/Databases

##### Learning Express Library Database

This electronic resource is a comprehensive, interactive online learning platform of practice tests and tutorial course series designed to help you succeed on academic or licensing tests. You'll get immediate scoring, complete answer explanations, and an individualized analysis of your results.

##### Reference USA

Directory of U.S. businesses, company leaders, parent companies, and subsidiaries. Research industries and companies. Find executives, corporate families and company descriptions.

##### Vocational and Career Collection

Full text of articles in over 360 trade and industry related periodicals.



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### WEBSITES

#### Local

[www.job-hunt.org/jobs/alabama.shtml](http://www.job-hunt.org/jobs/alabama.shtml) (**great** information; additional job search resources)  
[joblink.alabama.gov/ada/](http://joblink.alabama.gov/ada/) (Alabama State Employment Service)  
[www.birminghamemployment.com](http://www.birminghamemployment.com)  
[www.al.com/classifieds](http://www.al.com/classifieds) (Birmingham News classifieds)  
[www.employmentspot.com/jobs/Birmingham,Alabama/](http://www.employmentspot.com/jobs/Birmingham,Alabama/)  
[www.alabamaemployment.com](http://www.alabamaemployment.com)  
[www.alabamajobs.com](http://www.alabamajobs.com)  
[bham.craigslist.org](http://bham.craigslist.org)

#### National

[www.monster.com](http://www.monster.com)  
[www.usajobs.opm.gov/](http://www.usajobs.opm.gov/)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com)  
[www.jobsearch.com](http://www.jobsearch.com)  
[www.jobsearchusa.org](http://www.jobsearchusa.org)

#### Tips:

Search by specific city or county (Homewood+employment, Jefferson County+employment, etc.)  
Search specific websites of employers (UAB, Southern Company, Compass Bank, for example)  
Search by a city's newspaper (i.e. Huntsville Times, Tuscaloosa News, etc.)  
Search by an industry's professional association (for example, the Alabama Society of CPAs)  
Search Temp Agencies (yellow pages or search "temp agencies Birmingham al")

**The following websites provide advice on job searching, resumes, cover letters, interviewing, etc.**

[www.jobsearch.about.com](http://www.jobsearch.about.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.careers.yahoo.com](http://www.careers.yahoo.com)

#### Unemployment Benefits & Information

[dir.alabama.gov/uc/](http://dir.alabama.gov/uc/) (Alabama Dept. of Industrial Relations)