

Career and Job-Hunting Resources

Library Tools to Assist Your Job Search

1. The latest books and periodicals
2. Free Wi-Fi and computer access
3. Comprehensive list of websites for job searching
4. Online resources for job searching and company research
5. Online resources for a career change and career and licensing test preparation
6. Job hunting related events
7. Monthly Job Club available at City of Fairfax Regional Library (next meeting May 9)

Online Resources Available on the Library's Website

Go to the www.fairfaxcounty.com/library to access these resources. You will need your library card.

Career Transitions helps job seekers assess their strengths and interests, explore new career options and improve job search techniques. Specific resources are provided to help with writing a résumé and cover letter, interview simulation and other tips and advice.

LearningExpress Library provides interactive online practice tests, eBooks and tutorial courses designed to prepare people to succeed on Academic or licensing tests. Coverage spans elementary school skills through adult job skills and citizenship test preparation.

Find Books on These Subjects

Résumés and Cover Letters

Dewey Decimal Number: 650.14

Catalog Subject Headings: Résumés (Employment), Cover Letters

See Also: Applications for Positions, Job Hunting

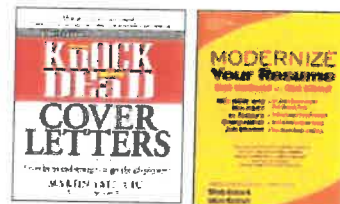
Some Recent Titles:

Knock 'Em Dead Cover Letters: Cover Letters and Strategies to Get the Job You Want

by Martin John Yate 650.14 2016

Modernize Your Resume: Get Noticed... Get Hired

by Wendy S. Enelow 650.14 E 2016



Job Hunting

Dewey Decimal Numbers: 650.14; 331.702; 351.1 (Federal Jobs)

Catalog Subject Headings: Job Hunting, Career Changes, Vocational Guidance, Applications for Positions

Specific Fields with Subheading: Vocational Guidance (e.g., Psychology–Vocational Guidance)

Some Recent Titles:

Knock 'Em Dead 2017: The Ultimate Job Search Guide

By Martin John Yate 650.14 Y 2017

What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers

By Richard Nelson Bolles 650.14 B 2017



Interviewing

Dewey Decimal Number: 650.14

Catalog Subject Headings: Employment Interviewing, Job Hunting

Some Recent Titles:

60 Seconds and You're Hired!

By Robin Ryan 650.14 R 2016

100+ Winning Answers to the Toughest Interview Questions

By Casey Fitts Hawley 650.14 H 2015

