

# Career Research Sources

## **The Center for Career Services and Community-based Learning:**

One-on-one counseling, interest testing, online tools, workshops, internships, job fairs, are available to [MSU students and alumni](#).

**Phone:** 973-655-5194 | **Location:** Morehead Hall Rm. 337

<http://www.montclair.edu/CareerServices>

**Workforce NJ Public Information Network (WNJPIN):** A general career resource for the state of New Jersey with information about education, employment opportunities, training opportunities, labor market information, job search tools, and social services. [http://lwd.dol.state.nj.us/labor/wnjpin/wnjpin\\_index.html](http://lwd.dol.state.nj.us/labor/wnjpin/wnjpin_index.html)

**Occupational Outlook Handbook:** Basic descriptions of many job titles. Includes: work done, workplace environment, job outlook, salary surveys, and training required for position. <http://www.bls.gov/oco>

**New Jersey Occupational Outlook Handbook:** Similar to the OOH above, provides career basics, salary, training, work environment, plus licensed occupations in NJ. <http://www.wnjpin.net/coei/pdfs/OOH20006coei.pdf>

**O\*Net:** An interactive and accessible resource for occupation and skill information. <http://online.onetcenter.org>

## **Job Hunting:**

**Career Services' list of websites:** <http://www.montclair.edu/CareerServices/internetResources.html>

**NJ.com:** <http://www.nj.com/jobs>

**craigslist:** <http://www.craigslist.org>

**CareerBuilder.com:** <http://www.careerbuilder.com>

**Monster:** <http://www.monster.com>

**NJ State Jobs:** <http://www.state.nj.us/personnel>

**Working for NY City:** <http://tinyurl.com/4xeqvq>

**NY State Civil Service:** <http://www.cs.state.ny.us>

## **Resume and Cover Letter Writing:**

**What Color is Your Parachute?:** Online supplement to the book. <http://www.jobhuntersbible.com>

**Workplace Writers, Online Writing Lab at Purdue Univ.:** <http://owl.english.purdue.edu/owl/resource/681/01/>

**ResumeEdge.com:** <http://www.wetfeet.resumeedge.com>

**Riley Guide:** <http://www.rileyguide.com>

**Relocation Advice:** Neighborhood reports, cost of living information, salary calculators and moving cost estimates.

**Homefair:** <http://www.homefair.com>

**Local Information, Yahoo:** <http://local.yahoo.com>

**Best Places to Live, Money Magazine:** <http://money.cnn.com/best/bplive/>

The Sprague Library owns hundreds of books about careers, writing cover letters and resumes and job hunting.

Click on **Books & Media** at the library's website, then follow the instructions below.

<http://library.montclair.edu>

The screenshot shows the Montclair State University Library Catalog search page. At the top, there is a navigation bar with 'New Search' highlighted, and other links like 'New Materials', 'Online Forms', 'Other Libraries', 'Reserves', 'My Library Card', and 'Contact Us'. Below this is a search area with a 'Search for' input field and radio buttons for 'Keyword' (selected) and 'Browse'. A 'Choose Keyword' callout points to the 'Keyword' radio button. Below the search field are buttons for 'words or phrase', 'author', 'title', 'subject', 'series', and 'periodical title'. An 'Advanced Search' link is also present. A 'Choose search' callout points to the 'words or phrase' button. The page also features a 'Library Info' section with links to 'Library Home Page', 'Articles & More', and 'Hours'. A 'Go Back Help Logout' link is at the bottom left.

**Terms to use:** “vocational guidance” will find most of the career books in the library.

Try searches like:

vocational guidance and *your interest*  
vocational guidance and programming  
vocational guidance and journalism  
vocational guidance and sports  
vocational guidance and career changes

resumes  
business writing  
career development  
business etiquette