

How to Find Information for School Assignments

TOPIC: Career Guides and Job Searching

EXPLORE CAREERS

How long does a veterinarian have to go to school? Which careers are right for people who love to travel? How much money does a chef earn? How can I break into the arts and entertainment industry? Find the answers to questions like these using the LAPL catalog, databases, and websites.

SEARCH THE LIBRARY CATALOG

Go to <http://www.lapl.org/catalog> > Type your search

HINTS: Do a KEYWORD search or a SUBJECT HEADING search. Some search term suggestions are listed below (do not include quotation marks).

Keywords: "job hunting," "teenagers employment"

Subject Headings: "vocational guidance," "career development"

Also try entering the word "careers" and the name of the field you are interested in studying as a KEYWORD search.

Examples: "careers medicine," "careers photography"

FIND CAREER GUIDE SERIES

A number of publishers produce career guide series focusing on the skills and training required for particular vocations. Search for these series titles in the catalog by doing a SERIES BROWSE search (<http://www.lapl.org/catalog>).

VGM Opportunities

Career Resource Library

On the Job

VGM Careers for You

Career Opportunities

World of Work

Cool Careers Without College

Career Ideas for Teens

Careers for the Twenty-first Century

USE DATABASES to find information from books, magazines, newspapers and websites

Go to <http://www.lapl.org> > Click Access the Databases > Click Student Sources

Careers-Internet.org (this database can only be used at Los Angeles Public Libraries)

View reports to read detailed career profiles including information about job skills, education, salaries, aptitude and personality traits. Take tests to determine which career types are right for you.

FIND WEBSITES

Occupational Outlook Handbook (<http://www.bls.gov/oco/>)

Read profiles for hundreds of jobs including information like education and training needed, job prospects in the future, and working conditions.

Career Zone (<http://www.nycareerzone.org>)

Explore careers and develop a career plan. Then, use the website's other tools to create a jobseeker portfolio.

FIND JOBS AND INTERNSHIPS

How do I get a summer job at a national park? What kinds of internships are available in the Los Angeles area? Which companies will be at a career fair?

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Keywords: "summer opportunities," "summer jobs"

Subject Headings: "internship programs," "teenagers employment"

FIND INTERNSHIP AND JOB DIRECTORIES

The following publishers produce directories of internships, jobs, and summer opportunities that are available to teens.

*Peterson's
Princeton Review*

*Vault
Gardner's*

*Ferguson's
ARCO*

HINT: Try keyword searches that combine the name of the publisher with terms like "internship program," "apprenticeship," "summer employment," or "summer opportunity."

FIND WEBSITES

Studentjobs.gov (<http://www.studentjobs.gov>)

Post your resume and search and apply for government jobs online. For links to internships, apprenticeships, scholarships, and grants, click the **e-Scholar** link. A joint project between the United States Office of Personnel Management (OPM) and the U.S. Department of Education's Student Financial Assistance office.

Quintessential Careers: Teenage Jobs, Careers, and College

(<http://www.quintcareers.com/teens.html>)

Click "Job and Career Resources for Teens" to read articles about the job search and find links to teen job boards. Click "Summer and Seasonal Jobs for Teens" to find links to sites that post summer job openings.

Aboutjobs.com (<http://www.aboutjobs.com>)

Especially geared towards high school and college students, this site is a starting point for a network of job-hunting websites, including summer jobs, internships, resort jobs, and international jobs.

JobStar (<http://www.jobstar.org>)

Search California job openings and find job fairs near you. Also includes career guides, sample resumes and cover letters.

APPLY & INTERVIEW

What if I've never had a job before? What should I wear to my interview? What should I include in my resume? Do I *really* need a cover letter?

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Keywords: "first resumes," "job interview"

Subject Headings: "cover letters," "resumes (employment)"

FIND WEBSITES

JobWeb Career Library (<http://www.jobweb.com/resources/default.htm>)

Includes sample resumes and cover letters, interviewing tips, job outlook reports, career-related articles, salary information, and college resources.

Yahoo! HotJobs Career Tools (<http://hotjobs.yahoo.com/careertools>)

Learn how to write a resume and cover letter, how to network and make connections, and how to make a good impression in your job interview. Also includes job searching.