

CAREER PLANNING/JOB SEARCH RESOURCES
PRODUCED BY COUNSELING AND CAREER SERVICES, HOWARD COMMUNITY COLLEGE

General career planning sites

- <http://www.howardcc.edu/career> - Howard Community College's Counseling and Career Services Office
- <http://mapping-your-future.org/features/careership/index.cfm> - Excellent assessment & career exploration site
- <http://www.uncw.edu/stuaff/career/majors/index.htm> - Matches majors with occupations (North Carolina State University)
- <http://www.career.fsu.edu/occupations/matchmajor/index.html> - Matches majors with occupations (Florida State University)
- <http://www.quintcareers.com> - Comprehensive collection of college, career, & job search info, articles, resources & links.
- <http://www.work4women.org/> - Nontraditional careers for women and girls.
- <http://www.bsu.edu/students/careers> - Wide variety of college & career info
- <http://content.monstertrak.monster.com/tools/careerconverter/> - Gives info on careers by college major
- <http://www.khake.com/page2.html> - Links to various career descriptions and educational sites
- <http://depts.luzerne.edu/career> - Has a multitude of career and educational planning information
- <http://retirementvised.com/> - Has good resources on retirement issues, including job search for people age 50+

Occupational descriptions

- <http://stats.bls.gov/oco> - Online version of the Occupational Outlook Handbook
- <http://online.onetcenter.org>
- <http://www.careeronestop.com/> - Click on "Explore Careers" toward bottom of page to explore occupations
- <http://www.collegegrad.com/careers>
- <http://www.jobprofiles.org/edu.htm>
- <http://www.careerexplorer.net/descriptions.asp> - Provides a variety of career and job descriptions

Sites for various majors or fields

- <http://www.jobaid.com/> - Biomedical – Science
- <http://www.mdartsource.org> - The arts
- <http://www.explorehealthcareers.org/en/index.aspx> – Health care

Web sites for nursing majors:

- www.nursingsociety.org
- www.njsna.org
- www.bestnursingdegree.com
- www.nсна.org
- www.nursingspectrum.com
- www.nursingworld.org
- www.discovernursing.com

Web sites for psychology majors:

- <http://www.apa.org/students/brochure/>
- <http://psych.hanover.edu/handbook/career2.html>
- <http://www.onlinepsychologydegrees.com/programs/masters-in-psychology/>
- <http://www.uni.edu/walsh/linda1.html>
- <http://www.onlinepsychologydegrees.com>

The job search process

- <http://www.blackcollegian.com>
- <http://www.rileyguide.com/execute.html>
- <http://www.quintcareers.com/job-seeker.html>
- <http://www.careertv.com>
- <http://www.job-hunt.org>
- www.ilostmyjob.com
- <http://www.collegegrad.com/jobsearch/Getting-Inside-Hiring-Companies/>
- <http://www.collegegrad.com/jobsearch/Intro>
- <http://www.jobhuntersbible.com>
- http://www.quintcareers.com/career_resources.html
- <http://www.asktheheadhunter.com>
- <http://www.linkedin.com>

Interviewing

- <http://www.collegegrad.com/intv/>
- <http://www.quintcareers.com/intvres.html>
- <http://www.rileyguide.com/netintv.html>

Community resources

- <http://co.ho.md.us/CitizenServices/ServicesGuide/HumanServicesGuide.htm>

Writing resumes and cover letters

- <http://jobsearch.about.com/od/coverlettersamples/a/coverlettsample.htm>
- <http://jobsearch.about.com/od/resumes/a/resumecenter.htm>
- <http://jobsearch.about.com/od/coverletters/a/cuttingedge.htm>
- <http://www.net-temps.com/careerdev/career-tools.html>
- <http://www.collegegrad.com/resumes>
- <http://www.quintcareers.com/resres.html>
- <http://www.rileyguide.com/letters.html>

For help writing duties/tasks on your resume:

- Go to <http://online.onetcenter.org>
- Click “Find Occupations”
- Type in job title or select job title under job category under “Browse by Job Family”
- Copy and paste tasks into resume (re-word for simplicity)

Action verbs

- <http://www.writeexpress.com/action-verbs.html>
- http://www.quintcareers.com/action_verbs.html
- <http://www.tbrnet.com/resumes/actionverbs.php3?a>

Company and industry research

- <http://www.wetfeet.com>
- <http://www.collegegrad.com/employers/>
- www.vault.com
- www.hoovers.com/free
- www.reuters.com
- www.glassdoor.com
- <http://www.nationjob.com/howardcountymd/companies>
- <http://www.careeronestop.com/> - Click on “Explore Careers” toward bottom of page to explore industries.
- www.google.com - Keyword search (e.g., the telecommunications industry)
- www.howardcc.edu/library – Howard Community College Library
 - “Electronic Resources”
 - ✓ Under “Related Links” choose Databases A-Z.
 - ✓ Choose “Academic OneFile,” “CQ Researcher,” “Standard & Poors” or others
 - “Great Websites”
 - ✓ Under “Great Websites by Subject”
 - ✓ Choose “Business” or other interest categories
- <http://www.howa.lib.md.us/> - Howard County Library
 - Go to “How Do I”
 - Choose use electronic resources
 - Scroll down to Gale Databases, Reference USA (or others)
- <http://www.montgomerycountymd.gov/Apps/Libraries>
 - Click on “Research a topic” and choose “Business and Investing”
 - Or – click on “Biz Info” for a list of business information websites
- <http://www.hceda.org/> - Howard County Economic Development Authority
- <http://www.aaedc.org/> - Anne Arundel Economic Development Corporation
- <http://www.chesapeakeketech.org> - Chesapeake Regional Tech Council
- <http://www.montcoedc.com/> - Montgomery Economic Development Corporation
- <http://www.youtube.com> - Search YouTube by company name for videos on job opportunities, interviewing, working at a company, company culture, and benefits
- <http://www.bls.gov> – Under the Publications tab, click Career Guides and then Career Guide to Industries

Salary information

- <http://www.salary.com>
- <http://www.homefair.com/homefair/calc/salcalc.html>
- <http://jobstar.org/tools/salary/sal-surv.cfm>

Federal, state, and local government job posting boards

- www.usajobs.opm.gov – Federal government job announcements
- www.firstgov.gov – Covers a variety of topics about working for the Federal government
- www.avuecentral.com - Covers a variety of topics about applying for Federal government jobs
- www.statejobs.com/md.html - Information on government and private employers throughout the State
- www.portaltomaryland.com/jobs.htm - A guide to employment in Maryland
- www.careersingovernment.com/ - Local government job announcements, arranged by all 50 states
- <http://data.wherethejobsare.org/wtja/home> - Employment projections and links to job listings by field
- www.studentjobs.gov – Students can create a profile, build an e-resume and search for jobs.
- <http://makingthedifference.org/index.shtml>

Job search/resume posting boards

- <http://www.collegecentral.com> – local employment opportunities (requires free registration)
- <http://www.associationjobboards.org> – Web site for professional associations and industries
- <http://retirementrevised.com/> - Resources on retirement issues, including job search for people age 50+
- www.pa-exchange.com - Physician Assistant and Advanced Practice Provider job opportunities
- <http://www.chesapeakeotech.org/tech-workforce>
- www.nationjob.com/howardcountymd
- <http://www.flipdog.com>
- <http://www.collegegrad.com>
- <http://www.jobs4point0.com>
- <http://www.careerbuilder.com>
- www.maryland.jobopenings.net/
- <http://www.dice.com/>
- <http://www.jobbankusa.com/>
- <http://www.hotjobs.com>
- <http://www.ajb.org>
- <http://www.wetfeet.com/search-jobs.aspx>
- <http://www.monster.com>
- <http://www.indeed.com>
- www.resumerabbit.com

Job search sites for non-profit organizations

- www.careersforgood.org
- www.cgcareers.org
- www.opportunityknocks.org
- www.philanthropy.com/jobs
- www.idealists.org
- www.eco.org (green jobs)

Educational information

- <http://www.gocollege.com>
- <http://www.petersons.com>
- <http://www.collegeview.com>
- <http://www.usnews.com/usnews/edu/eduhome.htm>

Financial aid information

- <http://www.salliemae.com>
- <http://www.finaid.org>
- <http://www.usnews.com/usnews/edu/dollars/dshome.htm>
- <http://studentaid.ed.gov/guide>

Disability resources:

- www.jobaccess.org
- <http://www.business-disability.com/index.htm>
- <http://www.washington.edu/doi/Careers/about.html>
- www.abilitylinks.org
- <http://www.mdworkforcepromise.org/>
- <http://www.disabledperson.com/recruitability.asp>

Military Careers:

- <http://www.militarycareers.com/>
- <http://www.todaymilitary.com/>

MBTI sites

- www.typelogic.com
- www.personalitypathways.com
- <http://www.personalitypage.com/portraits.html>
- <http://www.gesher.org/Myers-Briggs/Types%20and%20Career.htm>

Free online assessments

- <http://www.franklincovey.com/missionbuilder/> - Franklin Covey interactive site. Very interesting!
- <http://www.bsu.edu/webapps2/quest/test.asp> - Assessment with related careers & majors (Ball State University)

Assessments with a fee (pay on line)

- www.self-directed-search.com - Self-Directed Search online
- <http://passion.career-nsite.com> – For mature adults seeking self-understanding and/or career development insight.
- <http://www.advisorsteam.com/user/ktsintro.asp> - Keirsey Temperament