## Assignment Guide

“He or she who gets hired is not necessarily the one who can do the job best; but the one who knows the most about how to get hired,”

- Richard Lathrop, *Who’s Hiring Who?*

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Know a Librarian</th>
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<td>The resources listed in this guide will enable you to explore a career of your interest; to learn about the required level of training/education and skills, the work environment &amp; job duties, the pay, and job outlook. These resources will give you a broad understanding of each career, including its advantages and disadvantages. You will relate this information to your personality strengths and your personal interests obtained from your assessments. (If you haven’t already done an assessment, check out the “Learn more about yourself” section below.)</td>
<td>Reference Librarians @ UP</td>
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<td><strong>Learn more about yourself</strong></td>
<td>Email: <a href="mailto:Uplibrary-ref@lonestar.edu">Uplibrary-ref@lonestar.edu</a></td>
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<td><strong>Who are you?</strong></td>
<td><strong>Skills profiler</strong> helps you organize your skills and match them to job types.</td>
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<td><strong>What do you value?</strong></td>
<td><strong>Career and Life Values</strong> Video from Films on Demand</td>
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<td><strong>What are your skills?</strong></td>
<td><strong>Career Values Test</strong> Explore the relationship between your personal values and career values.</td>
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<td>Think about the lifestyle, work environment, family and personal relationships you have and/or want. Lone Star College’s Counseling services host a number of seminars throughout the year focusing on student success as well as focusing on career related topic. Check out their website for more information.</td>
<td>“Do What You Are” career assessment test. Create an account and take the test to explore your personality, interests, and values that may influence your choice of career.</td>
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<td></td>
<td><strong>Educational and Career Positioning System (ECPS)</strong> offers integrated skill assessment, job descriptions, and education guidance for LSC-UP students.</td>
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Database Resources

The library has a great collection of research databases specifically catered for your education and career needs.

When accessing the databases off-campus, use your 14 digit library card number (on the back of your student ID).

- **Occupational Outlook Handbook** *(Bureau of Labor Statistics)* Find information on hundreds of jobs such as earnings, working conditions, job prospects, training, education, and more.
- **My Next Move** *(Department of Labor/Employment and Training Administration)* Easy to use! Explore careers and industries that match your skills, level of education, and occupational outlook.
- **CareerOneStop** *(Department of Labor)* Provides information about career, salaries and benefits, education and training, job search, resume and interview tips along with additional resources.
- **my Skills my Future** *(Department of Labor)* Enter a current or past job to get a list of related professions with comparison data for salary, skills, knowledge, and licensure.
- **Sloan Career Cornerstone Center** Explores career paths specifically within the fields of science, technology, engineering, mathematics, and medicine.
- **O*Net Online** *(Department of Labor/Employment and Training Administration)* Is a primary source of occupational information. It offers hundreds of standardize descriptors of skills, knowledge, tasks, occupational requirements, and worker abilities, interests and values that employers use to build job descriptions.
- **Learning Express Library** Contains the **Job & Career Accelerator**, an innovative database that serves as a job hunting system, a resume creation tool and a career exploration resource.
- **Career Coach** provides career information & requirements; breaks down earnings into average entry-level, median, and high-level.

eBooks

The library has a large collection of eBooks for your research needs. You can access them either through the **Library Catalog** or directly from the **eBook Collection** in EBSCO. These are like regular library books with deadlines for check-out.

To transfer the eBook to a mobile device you can download **Adobe Digital Editions** and create an **EBSCO account**. Any questions? Please ask us!
### Networking
Networking is an excellent way to connect with professionals in the field that you are interested in pursuing. There are professional associations and social networking you can join that connection you and help get employed.

Are you on LinkedIn? It's a great place to network with professionals as well as a place to post your resume.

Connect with the Houston area business community through the Chamber of Commerce

- **Houston Norwest Chamber of Commerce**
- **Houston West Chamber of Commerce**
- **Houston Hispanic Chamber of Commerce**

### Matching Careers to degrees
Matching Careers to degrees (College Board)
Explore and careers through the level of education.

### Resume and Cover Letter
A resume and cover letter are your introduction tools to an employer. You are marketing yourself. Like a brand, you want to promote your experiences, skills, and accomplishments that relate to the job to which you’re applying to show why you are a perfect fit for the company. This is an art; there are many opinions and trends about how to be successful at writing a resume and cover letter. Understand the basics and then get creative.

**Resume Guide** and **Cover Letter** tips from Career One Stop.

**How to write a resume, 10 tips to boost your interview skill**, by Monster.com

**Quintessential Career** has lots of advice on job-hunting, writing cover letters & resumes, and interviewing.

### Need Help?
**Library Hours**
Mon - Thurs. 7:30am to 9pm
Fri. 7:30am to 4:30pm
Sat. 9am to 2pm
Sun. 1pm to 6pm

- Ask a librarian (just walk up & ask us!).
- Visit a tutor in the Writing Center (12.825) for help writing your paper. [Hours]
- Get in touch with a Career Services counselor.

### Social Media
There are many ways to get advice, network, and find work. Here are a few Twitter accounts that might be useful.

- **Career Rookie** @CareerRookie
- **TweetMyJobs** @TweetMyJobs
- **360JobInterview.com** @360JobInterview
- **Susan P. Joyce, job-hunt.org** @JobHuntOrg
- **CAREEREALISM** @careerealism

What does your digital footprint look like? Have you Googled yourself to see what’s out there? Think about how that information, videos, and pictures affect your chances for employment.
## Sample Citations

**Occupational Outlook Handbook**


**Do What You Are Assessment**

- “Personality Type Report Exclusively for [Your Name].” *Do What You Are.*