

### OTHER POPULAR JOB SEARCH WEBSITES

<http://jobs.aol.com>

[www.beyond.com](http://www.beyond.com)

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.cfec.org](http://www.cfec.org)

[www.craigslist.org](http://www.craigslist.org)

[www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com)

[www.indeed.com](http://www.indeed.com)

[www.job.com](http://www.job.com)

[www.jobcentral.com](http://www.jobcentral.com)

[www.jobserve.us](http://www.jobserve.us)

[www.jobster.com](http://www.jobster.com)

[www.monster.com](http://www.monster.com)

[www.myflorida.com](http://www.myflorida.com)

[www.onestops.com](http://www.onestops.com)

[www.simplyhired.com](http://www.simplyhired.com)

[www.snagajob.com](http://www.snagajob.com)

[www.usajobs.gov](http://www.usajobs.gov)

For direct access to **FREE** job search help and materials, visit our website at [volusialibrary.org](http://volusialibrary.org) and click on "For Job Seekers" link .

### ALSO AVAILABLE ON OUR WEBSITE

The *Testing and Education Reference Center* database offers a **FREE** resume builder. To use:

\*Visit [volusialibrary.org](http://volusialibrary.org).

\*Click on "eResources" at the top of the site.

\*Click on "List of databases A-Z."

\*Click on the letter "T" - for the *Testing & Education Reference Center* database. If accessing the site from home, enter your library card number to log in—no password is required,.

\*Under *Career Tools*, click on "Build a Resume."

### KEY SEARCH TERMS

If you are interested in conducting a wider search for job-related websites on search engines, these terms may be helpful.

- 📁 Job + search
- 📁 Job + tips
- 📁 Temporary + employment + agencies
- 📁 Free + computer + classes

**Note:** For a more refined search, add the terms "Volusia + county"



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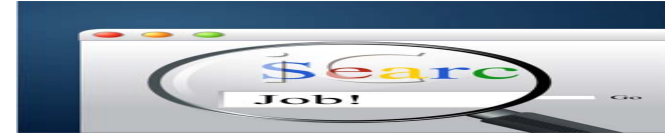
[volusialibrary.org](http://volusialibrary.org)

# Job Search Resource Guide

*"Helping put Volusia County to work"*

**All book resources are available in the  
Volusia County Public Library's collection**

**Visit your local library branch or online at  
volusialibrary.org**



There are three important elements to applying for a job:

- Cover Letter
- Resume
- Interview Skills

The following are examples of book resources, located in the 650's in the library, that can assist you in developing these three elements.

### WRITING COVER LETTERS

*Perfect Phrases for Cover Letters*

by Michael Betrus 650.142 Bet pb

*15-Minute Cover Letter : Write an Effective Cover Letter Right Now*

by Michael J. Farr 650.142 Far 09 pb

*Dynamic Cover Letters : How to Write the Letter That Gets You the Job*

by Katharine Hansen 650.14 Han 01 pb

*Cover Letters for Dummies*

by Joyce Lain Kennedy 650.14 Ken pb 09

*Gallery of Best Cover Letters : A Collection of Quality Cover Letters by Professional Resume Writers*

by David F. Noble 650.14 Nob 07 pb

*Knock 'em Dead Cover Letters : The Strategies and Samples You Need to Get the Job You Want*

by Martin John Yate 650.14 Yat 10 pb

### RESUME WRITING

*Amazing Resumes : What Employers Want to See--and How to Say It*

by Jim Bright 650.142 Bri 09 pb

*The Quick Resume & Cover Letter Book : Write and Use an Effective Resume in Only One Day*

by Michael J. Farr 650.142 Far 11 pb

*Resumes for Dummies*

by Joyce Lain Kennedy 650.142 Ken 11 pb

*Résumé Magic : Trade Secrets of a Professional Résumé Writer*

by Susan Britton Whitcomb 650.142 Whi 10 pb

*Knock 'em Dead Resumes : Standout Advice From America's Leading Job Search Authority*

by Martin John Yate 650.142 Kno 10 pb

### SUCCESSFUL INTERVIEWS

*Successful Interview Skills : How to Prepare, Answer Tough Questions and Get Your Ideal Job*

by Rebecca Corfield 650.144 Cor 09 pb

*The Complete Idiot's Guide to the Perfect Interview*

by Marc A. Dorio 650.14 Dor 09 pb

*Next-Day Job Interview: Prepare Tonight and Get the Job Tomorrow*

by Michael J. Farr 650.144 Far 09 pb

*Knock 'em Dead*

by Martin John Yate 650.14 Yat 10 pb

Knowing where to search for jobs is also important. Try starting your searches using the following websites.

### Local Government Employment Sites

[www.ci.daytona-beach.fl.us](http://www.ci.daytona-beach.fl.us)

[www.ci.deltona.fl.us](http://www.ci.deltona.fl.us)

[www.ci.orange-city.fl.us](http://www.ci.orange-city.fl.us)

[www.cityofedgewater.org](http://www.cityofedgewater.org)

[www.cityofnsb.com](http://www.cityofnsb.com)

[www.dbshores.org](http://www.dbshores.org)

[www.deland.org](http://www.deland.org)

[www.employflorida.com](http://www.employflorida.com)

[www.hollyhillfl.org](http://www.hollyhillfl.org)

[www.ormondbeach.org](http://www.ormondbeach.org)

[peoplefirst.myflorida.com](http://peoplefirst.myflorida.com)

[www.ponce-inlet.org](http://www.ponce-inlet.org)

[www.port-orange.org](http://www.port-orange.org)

[www.southdaytona.org](http://www.southdaytona.org)

[www.volusia.org](http://www.volusia.org)

**Note:** Most will require an e-mail address and a **FREE** account set up for completing online applications.

**FREE** e-mail accounts can be set up at any of the following websites:  
[www.yahoo.com](http://www.yahoo.com)  
[www.google.com](http://www.google.com)  
[www.aol.com](http://www.aol.com)