

## WEB SITES

### Career One Stop

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

Sponsored by the U.S. Department of Labor, this site offers career resources and workforce information to job seekers, students, businesses, and workforce professionals.

### Career Works

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

Massachusetts one-stop career center with an office in Brockton.

### MassGov—Find a Job

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

Click on Find a Job in the Online Services Box to find links to jobs in both the public and private sector.

### Occupational Outlook Handbook

[www.bls.gov/oco/home.htm](http://www.bls.gov/oco/home.htm)

Information about hundreds of types of jobs includes: training and education needed, earnings, job prospects, what workers do, and working conditions.

### South Coastal Career Center Job Search Web Sites

[www.quincycareercenter.org/  
job\\_search\\_sites.htm](http://www.quincycareercenter.org/job_search_sites.htm)

Browse a list of links to Web sites for job searching

## ORGANIZATIONS

### Career Works

#### Massachusetts One-Stop Career Center

34 School Street,  
Brockton, MA 02301  
Phone: 508-513-3400

- The Brockton location of the one-stop career center offers career information to job seekers, students, and employers. Career Works provides job seekers with the tools to find the right job and lists available job openings and the skills they require.
- The Brockton office offers Unemployment Insurance Services at the address listed above.
- Web Site  
[www.careerworks.org](http://www.careerworks.org)

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### Abington Public Library

<http://abingtonpl.org>  
600 Glinewicz Way  
Abington, MA 02351

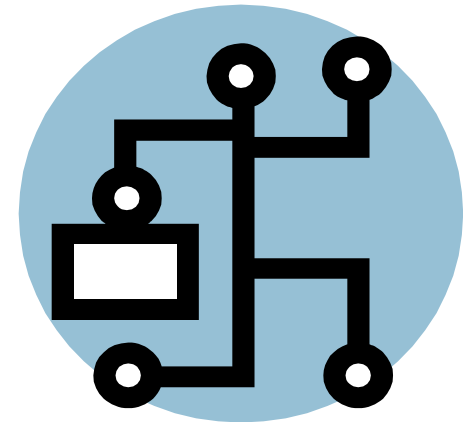
Phone: 781-982-2139  
Fax: 781-878-7361  
E-mail: [ablib@ocln.org](mailto:ablib@ocln.org)

## ABINGTON PUBLIC LIBRARY

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Books and Online Resources for

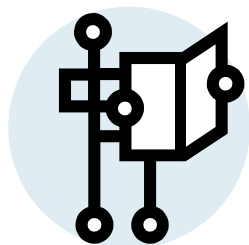
- ◆ Job Hunting
- ◆ Resume Writing
- ◆ Cover Letters
- ◆ Interviews
- ◆ Starting a Small Business



<http://abingtonpl.org>

# Abington Public Library

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## REFERENCE BOOKS

Look for  
Career  
Planning in  
REF 331.7

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**Occupational Outlook Handbook** (U.S. Dept. of Labor) - Thorough descriptions for 270 jobs including market trends.

**The Big Book of Jobs** - Detailed job information and job-search advice

**Encyclopedia of Careers and Vocational Guidance** - Guidance for choosing, preparing, and finding a job.

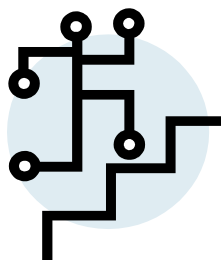
**100 Fastest-Growing Careers** - Explore 100 in-demand careers, assess which ones match your skills, and get the job you want.

**Top 100 Careers Without a Four-Year Degree** - Explore 100 careers that don't require a bachelor's degree and assess which ones match your skills.

Browse shelves for more titles

## BOOKS To Borrow

Career Planning  
Resumes  
Cover Letters  
Interviews



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### 331.702

**150 Best Low-Stress Jobs**

**150 Best Recession-Proof Jobs** (New)

**Best Jobs for the 21st Century** (New)

### 650.14

**What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career Changers**

**The Unwritten Rules of the Highly Effective Job Search** (New)

**Guide to Internet Job Searching** (New)

**E-resumes: A Guide to Successful Online Job Hunting**

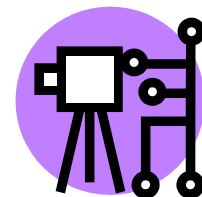
**Next-day Job Interviews**

**The Ferguson Guide to Resumes and Job Hunting Skills**

**Resumes that Knock 'em Dead  
Cover Letters that Knock 'em Dead**

## BOOKS To Borrow

Starting  
Your Own  
Small Business



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**658.15 MCK How to Write a Business Plan**

**658.02 KAM Small Time Operator: How to Start Your Own Small Business, Keep Your Books, Pay Your Taxes & Stay Out of Trouble**

**658.022 TYS Small Business for Dummies**

**658.022 TUR The Unofficial Guide to Starting a Small Business**

**658.11 BAR What's Stopping You? Shatter the 9 Most Common Myths Keeping You from Starting Your Own Business**