Ferguson’s Career Guidance Center

HOW DO I ACCESS THE SITE?
There are two ways to access our site:

From a Library Computer:
Visit your library’s Web site or check the library computers’ desktops for a link to our database. Alternatively, ask your reference librarian where to locate our online resources.

From Home:
To access us from outside the library, check your library’s Web site for the link to our site or contact your reference librarian. If further authorization is required, you will be prompted for the following:

Choose from below

WHAT INFORMATION WILL I FIND?

• Jobs: Thousands of jobs and industries are conveniently broken down into 16 Career Clusters created by the Department of Education. Each Career Cluster contains an informative overview essay that describes the types of industries and jobs within the Cluster. Overview articles are also provided for each of the industries, leading users into in-depth descriptions of specific jobs within the industry.

• Skills: Learn the essentials of getting a job and keeping it—the “Skills” section provides guidance on finding a career path, honing interview skills, writing resumes and cover letters, and demonstrating professional behavior. Sample resumes and cover letters are provided and organized in handy galleries.

• Resources: Search or browse tens of thousands of resource entries, which have been divided into convenient categories, such as women, minorities, and people with disabilities. Each resource section contains fully searchable directories of hundreds of fellowships, organizations, internships, scholarships, awards, and much more. The School Search feature allows users to browse a selected list of colleges and universities, informative articles discuss the various career assessment tests available.

• Special Features: Key advice is featured from nationally renowned author and career expert Sue Morem—from her books How to Gain the Professional Edge and 101 Tips for Graduates.

I HAVE TECH QUESTIONS …
For technical assistance, please contact us at:

E-mail: support@factsonfile.com
Phone: 1-800-322-8755 ext. 4274
The Quick Start search tool offers a pathway to thousands of jobs and industries.

Explore the Jobs, Skills, and Resources sections and tens of thousands of entries from the home page.

The Career Opportunity News newsletter, My Life profiles, and Focus On articles provide current news and perspectives on the working world.

The Jobs section is organized by the 16 Career Clusters created by the Department of Education. All associated entries include links to related jobs and industries.

Visit the Resources page to find schools that fit a student’s interests and information on career assessment tests.

The Skills section includes more than 90 sample resumes and cover letters.

The Resources section is divided into categories—such as women, minorities, scholarships, internships, and more—to ease browsing.

The records contained in each Resource category are fully searchable.