

# Ferguson's Career Guidance Center

**Winner!** *Library Journal*  
"Best Reference Database, 2003"

**Winner!** *Booklist/RBB*  
"Editors' Choice Reference Source, 2007"

★ "...recommend the thorough, user-friendly, really peerless *Ferguson's Career Guidance Center* to libraries serving job-seekers of all ages. Indispensable..."—BOOKLIST, STARRED REVIEW

★ "...a cleanly formatted, easy-to-navigate database for career exploration and development...impressive...Highly Recommended."—LIBRARY MEDIA CONNECTION, STARRED REVIEW

"...the most comprehensive and authoritative career database available...a must-purchase..."—SCHOOL LIBRARY JOURNAL

"...a well-designed resource that is useful for career research at any level. Highly recommended..."—LIBRARY JOURNAL

"...highly current...Industry overviews and career descriptions are extensive and well written...Recommended."—CHOICE

## The Essential Career Research Database—Now with Video

The critically acclaimed *Ferguson's Career Guidance Center* features authoritative, wide-ranging content that is accessible and intuitively organized. This comprehensive career research database is broken down into three main sections: Jobs, Skills, and Resources. The Jobs section, organized into 16 Career Clusters created by the Department of Education, contains information on more than 3,300 jobs and 94 industries. The Skills section provides advice on applying for a job, acing an interview, behaving professionally in the work environment, and more—with more than 90 sample résumés and cover letters included. The Resources section includes more than 54,000 entries on scholarships, internships, and more, divided into easily browsable categories with searchable records.

More than 290 videos present essential career information on both specific jobs and industries and on skills. The dictionary tool with more than 34,000 entries lets users look up unfamiliar words within articles without opening a new browser window. Persistent record links allow users to share entries, and "How to Cite" guidance includes MLA, Chicago, and APA style. Full citations are available throughout, and users can print, copy, and save content to a folder. A searchable archive of articles from *Career Opportunities News*, a 16-page newsletter, provides timely information about colleges and the job market.

### Features:

- **Jobs:** Information on more than 3,300 jobs and 94 industries, broken down into 16 Career Clusters created by the Department of Education, is presented through overview articles and videos.



- **Skills:** Through informative articles and videos, this broad section helps users learn the essentials of getting a job and keeping it—with guidance on establishing a career path, honing interview skills, writing résumés and cover letters, and more. Sample résumés and cover letters created by professional career consultants are provided.
- **Resources:** Users can search or browse more than 54,000 resource entries divided into convenient categories. Each resource section contains fully searchable directories of hundreds of fellowships, organizations, internships, scholarships, awards, and much more. The Resource section also includes School Search and career assessment features.
- **A "Did You Mean...?" Search Tool:** When a user's search does not yield results, another search term ("did you mean...?") suggests other possibilities.
- **Videos:** 290 new videos introduce users to a wide variety of jobs, industries, and career development skills.
- **Special Features:** Advice from nationally renowned author and career expert Sue Morem will help recent graduates, job seekers, and people advancing in the workplace; monthly "My Life" interviews with professionals give a firsthand perspective on exciting jobs such as special effects expert; and monthly "Focus On" articles spotlight interesting industries such as film.

Ferguson's Career Guidance Center: ISBN 978-0-8160-4380-4.