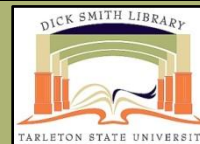


Careers: Interests & Requirements Dick Smith Library Can Help!



1. Go to **Dick Smith Library homepage** (<http://www.tarleton.edu/library>).
2. Choose **A-Z database list** link.
3. Choose **Testing & Education Reference Center**.
4. Click **Research careers**.
-- under the **Career** menu or in the **Career Tools** section.

The **Career Tools** section lets users

- explore career colleges and other specialized training programs,
- prepare for civil service, certification, or military exams,
- search for professional development and executive education programs, and
- create a customized resume using the online tools included in the Resume Builder.

5. Explore the **Career Tools** features.

Career Assessment

- ✓ Sign up for a free account.
- ✓ Learn about the job categories, industries, and occupations that most suit you!

Resume Builder

- ✓ Enter your information.
- ✓ Use 1,000+ brainstorming phrases to get started.
- ✓ Choose a design.
- ✓ Use the Resume Builder to format your resume.

Virtual Career Library

- ✓ Learn how to make the transition to a career, search for jobs, negotiate salary, and prepare for interviews.

Articles

- ✓ Read information about job search processes and specific careers.

Find and Prepare for a Career

Choosing a career path doesn't come easy. Whether you're heading straight into the workforce or you're entering college first, our career tools help you get a handle on what you're interested in, the skills and training you'll need, and what you can expect from your career path.

Discover which careers suit you best, research potential career options, and explore the requirements and outlooks for the occupations you're interested in.

Career Assessment

Complete a brief series of questions about yourself to find out your personality type and learn what job categories, industries, and specific occupations are most suited to you.

You can also search hundreds of careers and occupations and find in-depth information about experience, knowledge, skills, abilities, interests, activities, and salary.

- [Career Assessment](#)
- [What Your Test Scores Mean](#)

Virtual Career Library

Looking for tips on how to make that transition to a career? The Virtual Career Library is full of useful information and advice on salary negotiation, interviewing, and the entire job search process.

- [Virtual Career Library](#)

Articles

- [Resumes, Interviews, and First Jobs](#)
- [The Intern's Perspective](#)
- [A Career in Graphic Design](#)
- [A Hot Career: Culinary Arts](#)

Resume Builder

Create a resume that gets results. With the Resume Builder, you can create a professional resume that outlines your qualifications and highlights your skills and accomplishments.

Enter your information (with over 1,000 brainstorming phrases to help you get started), choose a design, and let the Resume Builder expertly format your resume for you. When you're finished, you'll receive your resume as a word document, so you can print and mail it. You'll also be able to email copies of your resume directly to employers and schools.

- [Resume Builder](#)