



## Ferguson's Career Guidance Center

**Scope:** Ferguson's Career Guidance Center provides information about careers, interviewing and resume writing skills, how to write a cover letter, and other career related skills such as leadership, management, organization, and teamwork.

### How to Access:

- Click on the word "Chicopee CLIC" on the Chicopee Public Library homepage ([www.chicopeepubliclibrary.org](http://www.chicopeepubliclibrary.org))
- Click on the label "Careers/Colleges".
- Click on "Ferguson's Career Guidance Center".
- Log on using the CLIC username and password or your library card number. (Check the "Homework Helper" bookmark, or see the librarian if you forget the username and password).

### How to Navigate the Resource:

The tabs on the top of the screen will guide you to your information. The options are jobs, skills, resources, and videos.

The screenshot shows the website interface for Ferguson's Career Guidance Center. At the top, there is a blue header with the 'Facts On File' logo and the title 'Ferguson's Career Guidance Center'. To the right of the title are links for 'Guest | Folder Log In' and 'Saved Items'. Below the header is a navigation bar with tabs for 'Home | Jobs | Skills | Resources | Videos | Help' and a search bar labeled 'Search Jobs'. Underneath the navigation bar are three main content areas, each with a representative image and a label: 'JOBS' (image of two men in hard hats), 'SKILLS' (image of a smiling woman), and 'RESOURCES' (image of a man on a phone). At the bottom of the page, there are additional links: 'Dictionary | Advanced Search | Search History | Search Tips'.

1. **Jobs:** Browse by job category to locate specific information on a job you are interested in learning more about. Once you select an industry, select a job.  
Example: Finance>Accounting, Human Services>Dental Care, Manufacturing>Plastics



For each job the following sections are listed:

- Background
  - Structure
  - Outlook
  - Further Information
  - Related Careers
  - Related Industries
2. **Skills:** Skills sections are divided into categories: Resume and Job Hunting Skills and Career Skills. Select the skill you are interested in learning more about and click it. There will be helpful tips and guidelines about such topics as:
- Finding a Career Path
  - Resumes
  - Cover Letters
  - Interviewing
  - Organization Skills
  - Leadership Skills
  - Teamwork Skills
  - Problem Solving
3. **Resources:** This area includes school searches to find colleges and universities, career assessment tests, internships, summer jobs, and other tips to get you on your way to your next career.
4. **Videos:** Scenes to learn about different job attributes and skills. Many of the videos are linked from different areas of the website.

#### **Additional Tips:**

- Search: know what job you are interested in, search in the search box found in the upper left.
- Dictionary: Reading about a new skill or job and don't know what a word means? Look it up in the dictionary. The link is right below the search box.
- Advanced Search: Limit by multiple fields at once to find the perfect job.

#### **Questions??**

If you have questions, please ask a Reference Librarian and call us at 413-594-1800 x108 or visit us at 449 Front Street, Chicopee, MA 01013. Meebo: chicopee\_ref