



## 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:** Visit the Chicopee CLIC database (on the library homepage: [www.chicopeepubliclibrary.org](http://www.chicopeepubliclibrary.org)) or through One-Search (Find It>Databases). To log on, sign in with the Chicopee CLIC log on. For assistance, call the reference desk. (413)594-1800.

### How to Navigate the Resource:

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

1. **Jobs:** Browse by job category to locate specific information on a job you are interested in learning more about. Once you select a 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:** Are 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.