



MARCH
2010



Graduation is quickly approaching and you need a job in your career field. You're not sure how to begin your job search and you need a little guidance. If this sounds like you, come check out NCC Library's collection of career, resume and cover letter books.



- *The Blue-Collar Resume and Job-Hunting Guide: Secrets to Getting and Keeping the Job you Really Want* —by **Ron and Caryl Krannich**—

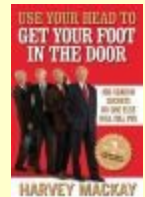
- *What Color is Your Parachute? 2010: A Practical Manual for Job-Hunters and Career-Changers* —by **Richard N. Bolles**—

- *Use Your Head to Get your Foot in the Door: Job Search Secrets No One Else Will Tell You* —by **Harvey Mackay**—

- *How to Find a Job on LinkedIn, Facebook, MySpace, Twitter and Other Social Networks* —by **Brad Schepp**—

- *Resumes, Cover Letters, Networking, and Interviewing* —by **Clifford W. Eischen**—

- *15-Minute Cover Letter: Write an Effective Cover Letter Right Now* —by **J. Michael Farr**—



Ask Your Librarians!

Question: I have a research paper due this semester and I need to start doing research. Where do I begin? How do I find reliable sources? Once I find these sources, how do I cite them properly?

Answer: We may be biased, but a great place to start is the NCC library and our website. We have the databases you need to find reliable sources. We also have the official version of NoodleTools to help you create citations for your works cited or reference pages. Stop by the library and ask one of the friendly library staff for a quick tutorial on how to use databases or NoodleTools. With the proper resources and tools you will be ready to begin writing your paper!



Spring Break Hours

Thurs, March 4: 7:30am-4:30 pm
Fri, March 5: 8:00am-4:00pm
Mon, March 8: 12:00pm-4:00pm
Tues, March 9: 8:00am-4:00pm
Wed, March 10: 8:00am-4:00pm
Thurs, March 11: 8:00am-4:00pm
Fri, March 12: 12:00pm-4:00pm