EBL 100/200/300/400

Career Exploration

- [Careeronestop](#) -- Site sponsored by the U.S. Department of Labor providing career exploration, job training and job search resources.
- **Occupational Outlook Handbook** -- The Bureau of Labor Statistics (BLS) compiles information and data on hundreds of occupations. Information provided includes job description, job outlook, pay scales, work environment, education requirements and links to professional associations.
- **O*Net Online** -- The O*NET database, contains information on hundreds of standardized and occupation-specific descriptors and provides Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers.

Company and Industry Information

- Company website – Check the “About” section of the company website
- Company annual reports (10K) may be found on company websites, library databases, or at the [U.S. Securities & Exchange Commission](#).
- **Library databases**
  - *Gale Business Insights: Global* – Discover company profiles, histories, industry information, NAICS, financial data, S.W.O.T. analysis, market share reports and business rankings and articles.
  - *Nexis Uni* – A business and legal database that provides an overview of company information as well as SIC and NAICS codes, SEC filings and articles.
  - *Mergent Intellect* – Discover public and private business data, industry data and business news.

Professional & Trade Associations

- Google ‘trade associations’ and NAICS/SIC code words and identify associations.
- Follow links in [Occupational Outlook Handbook](#).

Resume Writing, Cover Letters, Portfolios, Interviewing Skills

- Search for books in the [RMU Catalog](#) and articles in business journals and trade publications in the [library databases](#).
- *Please consult a Librarian for further assistance. Email chlibrary@robertmorris.edu or phone 312-935-2202 for immediate assistance.*