

Business Communications Resources – ARC

COMPANY RESEARCH:

- **GALE BUSINESS AND COMPANY RESOURCE CENTER:** Provides company and industry information on thousands of global companies. You can search by company name, SIC code or industry. Periodical articles are also available.
- **LEXIS-NEXIS:** Select the business module to find company profiles, company financials, business information from newspapers, journals, magazines, newswires and transcripts, SEC filings and reports, and more.
- Using general databases of newspaper, magazine and journal information will allow you to search for the latest articles on a specific company. Try Gale's Academic ASAP and ProQuest's Reference Library.

CURRENT EVENTS OR HOT TOPICS IN THE BUSINESS FIELD:

- **LEXIS-NEXIS:** Choose the business module and select business news. Search by keyword for your topic to get article from magazines, journals, newspapers, magazines, newswires and transcripts.
- News websites such as New York Times Online (www.nytimes.com) or CNN.com are good resources that provide reputable and up-to-date information. Both have a business module.
- Using general databases of newspaper, magazine and journal information will allow you to search for the latest articles on hot topics in business. Try Gale Academic ASAP, and ProQuest's Reference Library. Use keywords related to your topic to search. If you want to know about outsourcing in a specific field of employment, type outsourcing and nurses, for example. Using the word “and” between terms targets your results to your specific needs.

RESUMES AND COVER LETTERS:

- Blue River Academic Resource Centers offer books that provide information on how to write resumes and cover letters. Use the online catalog, WILO, to find and request titles.
- Many websites offering free and fee-based programs to help with resume writing can be found by searching on Google for resumes.
- ARC computers can be used to access Microsoft Office which has templates for resumes and letters (although nothing specific for cover letters).