



## Career Research Pathfinder

### Table of Contents

- Introduction
- LOC Subject Headings
- LOC Call Numbers
- Directories
- Internet Directories
- Occupation Descriptions & Statistics
- Guides to Specific Careers
- Career Planning & Job Searching
- Resume Writing - General
- Resume Writing - Specific Fields
- Interviewing
- Web Sites
- Journals, Magazines, and Trade Publications
- Databases
- Other Helpful Books

### Introduction

This Career Research Pathfinder is designed to provide Blue Ridge students a beginning point for investigating and pursuing the job or career of their choice. The resources listed here are a **sample** of what is available in the Blue Ridge Library and the Internet. Many of the resources listed were chosen because they direct the user to other useful resources. Please bear in mind that there are many other resources available for career information and job leads, such as: **e-mail listservs, industry newsletters, magazines, and journals (both in print and online), and labor union and organization Web sites.** These should be investigated once a clear career path has been established. Also, talk to people already working in the job you want to investigate and find out how they began their careers. Most importantly, ask your instructor or a librarian for help with your research!

### Library of Congress Subject Headings

Library of Congress, Office for Subject Cataloging Policy. *Library of Congress Subject Headings*. 20<sup>th</sup> ed. Washington: Cataloging Distributing Service, Library of Congress, 1997.

Although keyword searching is extremely popular in electronic catalogs and databases, it can be inexact. When searching for resources on a topic, subject headings can be extremely useful in locating relevant material and even for developing a vocabulary for more effective keyword searching. LCSH is the most widely used set of subject headings. **The subject headings listed here are just a sample.** Refer to a copy of LCSH in print for complete listings. After looking over the Subject Headings you may want to [Search the Library Catalog](#) for relevant material.

## Listing Key

**Bold term** = Main entry for a Subject Heading, these are the terms used by library catalogs.

Example: **Automobiles**

— **Bold term** = Subject Heading subdivision.

Example: **Automobiles — Motors**

UF = "Used For" terms are unused terms that the Subject Heading describes.

BT = "Broader Terms" are other Subject Headings that are more general.

RT = "Related Terms" are other Subject Headings that are somehow related, but not more general or specific.

NT = "Narrower Terms" are other Subject Headings that are more specific.

## Subject Headings for Career Research

### **Career changes** (*May Subdivide Geographically*)

UF Changing careers  
Mid-career changes  
Mid-life career changes  
Second careers

BT Age and employment  
Occupational mobility  
Vocational guidance

### **Career development** (*May Subdivide Geographically*)

UF Career advancement  
Career ladder  
Career management  
Career planning

BT Personnel management  
Vocational guidance

NT Mid-career

### **Occupational aptitude tests** (*May Subdivide Geographically*)

UF Vocational aptitude tests  
BT Ability-testing  
RT Employment tests  
Vocational qualifications

NT Theological school inventory

### **Occupational retraining** (*May Subdivide Geographically*)

UF Retraining, Occupational  
BT Occupational training

### **Occupational training** (*May Subdivide Geographically*)

UF Job training  
Training, Occupational  
Training, Vocational

- Vocational training
- BT Education
- NT Employees—Training of  
Occupational retraining  
Training needs

— **Law and legislation** *(May Subdivide Geographically)*

**Occupations** *(May Subdivide Geographically)*

- UF Careers  
Jobs  
Trades
- RT Handicraft  
Vocational guidance  
Work
- SA *Subdivision* Vocational guidance *under names of individual corporate bodies and military services, and under occupations, fields of endeavor, and types of industries, e.g. United States. Army—*Vocational guidance; Construction industry—Vocational guidance
- NT Civil service positions  
Clerical occupations  
Hazardous occupations  
Job descriptions  
Job evaluation  
Monastic and religious orders—Occupations  
Professions  
Sport officiating  
Vocation  
Vocational interests  
Vocational qualifications

— **Classification**

- UF Job classification  
Labor classification  
Position classification
- NT United States—Armed Forces— Occupational Specialties

— **Licenses** *(May Subdivide Geographically)*

**Vocational guidance** *(May Subdivide Geographically)*

- UF Business, Choice of  
Career choice  
Career counseling  
Career planning  
Careers  
Choice of profession  
Occupation, Choice of  
Occupational choice  
Vocation, Choice of

- BT Counseling
- NT Career changes
  - Career development
  - Job hunting
  - Vocational interests
  - Vocational qualification

**Vocational interests** *(May Subdivide Geographically)*

- UF Aspirations, Occupational
  - Aspirations, Vocational
- BT Occupations
  - Vocational guidance
- NT Kuder preference record

— **Testing**

- BT Psychological tests
- NT Career Assessment Inventory
  - Career Beliefs Inventory
  - Occupational values inventory
  - Strong Interest Inventory

**Vocational qualifications** *(May Subdivide Geographically)*

- UF Job requirements
- BT Occupations
  - Vocational guidance
- RT Occupational aptitude tests
- NT Theological school inventory

## Library of Congress Call Numbers

The BRCC Library uses the Library of Congress Classification system to determine call numbers for most materials. Knowing these call number areas may be helpful should you decide to browse the shelves for interesting material about your subject. **Keep in mind that information about specific careers will be located in the same general area as other books in that subject area (R - Medicine, QA - Mathematics, TL - Automobiles, etc.).**

Class H - Social Sciences

Subclass HB - Economic theory. Demography

HB 2582 Occupations classification

Subclass HD - Economic history and conditions

HD 5710-6000.7 Labor market. Labor supply and demand including unemployment, manpower policy, occupational training, employment agencies

HD 5715-5715.5 Occupational training

HD8038 Professions (General)

HD8039 By industry or trade, A-Z  
HD8045-8942.5 By region or country

Subclass HF - Commerce

HF 5381-5386 Vocational guidance. Career development

HF 5549-5549.5 Personnel management. Employment management

**A more complete outline of the LCCS is available from:**

Cataloging Policy and Support Office. [Library of Congress Classification Outline](#).

Available [Online] : <<http://lcweb.loc.gov/catdir/cpso/lcco/lcco.html>>. [10 June 1010].

## **Directories**

### **HF 5382.7 .A25 2000**

Ackley, Kristina M. *100 Top Internet Job Sites: Get Wired, Get Hired in Today's New Job Market*. (Career Savvy Series). Manassas Park, VA: Impact, 2000.

This directory will take you from the beginning stages of getting connected to the Internet, through "Netiquette," self-assessment and marketing yourself. Special concerns in regard to preparing documents for electronic submission are also covered. The main thrust, however, is the well annotated listing of job search Web sites.

### **HF 5382.75 .U6 W65 2009**

Wolfinger, Anne. *Best career and education web sites : a quick guide to online job search*. 6<sup>th</sup> ed. Indianapolis, IN: JIST Works, 2009.

"Lists and reviews of the 350 very best sites for information on careers, college, training and job search" (2009 ed.)

### **Ref HF 5382.75 .U6 J63 2005**

Swartout, Kristy, ed. *Job Hunter's Sourcebook: Where to Find Employment Leads and Other Job Search Resources*. 6<sup>th</sup> ed. Detroit, MI: Thomson Gale, 2005.

Part I is accessed by a "Master List of Profiled Professions and Occupations," which takes place of a table of contents. This list refers the user from general terms one might think of to the headings used in the directory. Under each heading is a list of organizations which can provide job leads or assistance and contact information. Part II "Sources of Essential Job-Hunting Information" list sources for writing resumes, interviewing, specialized categories of employment such as summer employment, international jobs, environmental or non profit opportunities, internships, working at home and much more.

**HF 5382.75 .U62 W39 1994**

Psillas, Benjamin Scott. *The 1994 Washington Job Source Book*. 2<sup>nd</sup> ed. Washington, D.C.: Metcom Inc., 1993.

Want to move to the D.C. area but don't know how to find a job there? Well, here it is; a directory of business and government contacts from throughout the Washington area. There are listings for accounting, advertising, banking & finance, design, insurance, public relations, real estate, and much more. This book also includes information about the city itself.

**Ref R 690 .H38 1994**

Harper, Val and Deanna Wood. *The Health Professionals Job Resource Guide*. New York: Wiley, 1994.

Provides listings of job searching resources for any person in the medical fields, including nurses, dieticians, physicians and surgeons, faculty, administrators, therapists, pharmacists, etc.

**Internet Directories**

*ipl2* Available [Online] [28 June 2010] <http://www.ipl.org/> is the result of a merger of the *Internet Public Library (IPL)* and the *Librarians' Internet Index (LII)*.

One of the best directories, searchable and annotated, this source will link you to the best, most authoritative resources on the Web: online resources on job hunting, resume writing, wages, job postings by industry and much more. Bold topics on the opening page lead to subdirectories that will list more specific topics. The resources included have been evaluated by volunteer library and information science professionals.

**HF 5382.7 .A25 2000**

Ackley, Kristina M. *100 Top Internet Job Sites: Get Wired, Get Hired in Today's New Job Market*. (Career Savvy Series). Manassas Park, VA: Impact, 2000.

This directory will take you from the beginning stages of getting connected to the Internet, through "Netiquette," self-assessment and marketing yourself. Special concerns in regard to preparing documents for electronic submission are also covered. The main thrust, however, is the well annotated listing of job search Web sites.

**HF 5382.7 .D54 2006**

Dikel, Margaret Riley, and Frances E. Roehm. *Guide to Internet Job Searching*. New York: McGraw-Hill, 2006.

This book was co-authored by the creator of the [Riley Guide](#). It would be an excellent introduction to anyone who is interested in using the Net for job research and making career contacts; especially those who do not feel "Web-savvy." The first chapter discusses how to get connected and where to start, and the book just progresses from there.

Dikel, Margaret F., comp. [The Riley Guide: Employment Opportunities and Job Resources on the Internet](#). Available [Online] : <<http://www.rileyguide.com/>>. 28 June 2010].

This guide to career resources on the Internet was compiled and maintained by a librarian, Margaret Dikel (formerly Riley, hence the name). The resources are indexed by their relevance chronologically; preparing for the job search, resumes and cover letters, investigating potential employers, beginning the job search, etc. This site has been endorsed by Richard Bolles; author of the famed *What Color is Your Parachute?* and [JobHuntersBible.com](#), Tony Lee, Editor-in-chief of [Careerjournal.com](#).

## **Occupation Descriptions & Statistics**

### **Ref HB 2595 .O16 1998**

*The O\*NET Dictionary of Occupational Titles, 1998 Edition*. Indianapolis, IN: JIST, 1998.

This listing is an update of the 1991 edition, which is designed to complement the Department of Labor's [O\\*NET](#). Occupations are listed by SOC number (Standard Occupational Title), with an Alphabetical Index of Job Titles. There is also a table for converting the old DOT number (Dict. of Occupational Titles) to the new, more compact O\*NET number system.

### **Ref HB 2595 .U543**

U.S. Dept. of Labor. Employment and Training Admin. *Dictionary of Occupational Titles*. [Washington, DC]: USGPO, 1991.

This edition has been superseded by the O\*NET Dictionary, listed above, and the [O\\*NET database](#). However, many agencies, including the [North Carolina Employment Security Commission](#), still use the old DOT numbers in their job listings.

### **Ref HF 5381 .E52 2008 v.1-5**

*Encyclopedia of Careers and Vocational Guidance*. 12<sup>th</sup> ed. Chicago, IL: J.G. Ferguson Publishing, 2008.

Volume 1 provides Career Guidance and Career Field Profiles. Each article runs about 2-4 pages and includes a general background, an explanation of the industry's structure, and the overall outlook for that career field. Sources of more information and a listing of related encyclopedia articles conclude each article in Volume 1. Vols. 2-5 contain articles about specific jobs and job groups arranged alphabetically. These articles provide an overview and brief history of the job, nature of the job, requirements, advancement, employment outlook, earnings, working conditions, and more. Each volume contains a Job Title Index which refers not only to the main headings, but also sub-classes of jobs contained in the articles.

**HF 5381 .F476 1996**

Field, Shelly. *100 Best Careers for the 21<sup>st</sup> Century*. New York: MacMillan, 1996.

Presents much the same material as the *OOH*, but in an easier to digest format. Note the 1996 copyright date!

**Ref HF 5381.15 .F37 2006**

Farr, Michael. *Best Jobs for the 21<sup>st</sup> Century*. 4<sup>th</sup> ed. (JIST's best jobs series). Indianapolis, IN: JIST Works, 2006.

Includes 500 job descriptions, and 65+ "Best Jobs..." lists, which compare Annual Earnings, Percent Growth and Annual Openings.

**Ref HF 5382.5 .U5 B5 2003-2004**

*The Big Book of Jobs*. 2003-2004 ed. Lincolnwood, IL: VGM Career Horizons, 2003.

This book combines the *Job-Seekers Guide* by Barbara Spencer Hawk with the *Occupational Outlook Handbook* for the Bureau of Labor Statistics.

**Ref HF 5382.5 .U5 C32 1999 v.1-13**

*Career Information Center*. 7<sup>th</sup> ed. New York: MacMillan, 1999.

Each of the volumes, 1-12 covers one of the major job classification areas as defined by the *Dictionary of Occupational Titles*. Each volume opens with an overview of the jobs covered in that volume, then continues with an overview of the industry in general. Next is a section of how to get into the industry, including information on how to find out about and get a job in that industry. The balance of the volume is dedicated to articles about specific jobs in the industry. Volume 13 contains an overall look at employment trends, directories and bibliographies for more information, and an index to the set.

**Ref HF 5381 .U62 2008-2009**

DOL. BLS. *Occupational Outlook Handbook, 2008-2009*. New York: McGraw Hill, 2008.

Compiled by the U.S. Dept. of Labor this is the "Great-Granddaddy" of all information on careers. Most publications about jobs and careers refer to the *OOH* as their source for information. *OOH* covers 250 jobs and job classes describing the potential earnings, training and education required, working conditions, skills required, advancement potential, projected growth, related jobs, and additional information sources.

USDOL. ETA. [O\\*NET Online](http://online.onetcenter.org/). Available [Online] : <<http://online.onetcenter.org/>>. [10 June 2010].

This database replaces the standard Dictionary of Occupational Titles and provides direct, basic information about a job classification. Search for information about an occupation by keyword, O\*NET SOC (Standard Occupation Classification) or DOT (Dict. of Occupational Titles) code number, or browse the job families; or match your skills to occupations with the Skills Search.

DOL. BLS. [Occupational Outlook Handbook](http://stats.bls.gov/oco/). Available [Online] : <<http://stats.bls.gov/oco/>>. [10 June 2010].

This is the online version of the *Occupational Outlook Handbook* produced by the Bureau of Labor Statistics, which is the "Great-Granddaddy" of all information about occupations in the U.S. Search the *OOH* database by keyword, or use the clickable A-Z Index or the occupational category menu. This site provides the most up to date information on any given occupation and access to *Occupational Outlook Quarterly*, which tracks changes in the job market on a more regular basis.

### **LB 2328 .N4 no.146 2009**

*Occupational outlook for community college students*. San Francisco : Jossey-Bass, c2009.

## **Guides to Specific Careers**

### **SPECIAL NOTE:**

Blue Ridge owns numerous books on various careers. A sampling is listed below. For books about a particular type of career [search the Library Catalog](#) using **Keywords** related to the career and the phrase "vocational guidance." Don't forget you can use the truncation symbol (\$) to find variations (music\$ = music, musical, musicians, etc.)

**EXAMPLES: music\$ AND vocational guidance; (construct\$ OR build\$) AND vocational guidance.**

**BF 76 .S86 2001**

Super, Charles M. and Donald E. Super. *Opportunities in Psychology Careers*. Revised ed. Chicago, IL: VGM Career Books, 2001.

**G 155.5 .M55 1996**

Milne, Robert Scott. *Opportunities in Travel Careers*. Lincolnwood, IL: VGM Career Horizons, 1996.

**GE 60 .C396 2009**

Cassio, Jim. *Green careers : choosing work for a sustainable future*. Gabriola Island, B.C. : New Society Publishers, c2009.

**GE 60 .D44 2002**

DeGalan, Julie and Bryon Middlekauff. *Great Jobs for Environmental Studies Majors*. Chicago: VGM Career Books, 2002.

**GV 734 .H45 1997**

Heitzmann, William Ray. *Careers for Sports Nuts & Other Athletic Types*. 2<sup>nd</sup> ed. Lincolnwood, IL: VGM Career Horizons, c1997.

**H 62.5 .U5 M37 2004**

Marek, Rosanne J. *Opportunities in Social Science Careers*. Revised ed. Chicago: VGM Career Books, 2004.

**HD 1375 .R67 2003**

Rowh, Mark. *Careers in Real Estate*. Chicago: VGM Career Books, 2003.

**HD 8039 .A432 U64 1999**

Kirkwood, Tim. *Flight Attendant Job Finder & Career Guide*. River Forest, IL: Planning/Communications, 1999.

**HD 9715 .U52 S77 1999**

Sumichrast, Michael. *Opportunities in Building Construction Trades*. Lincolnwood, IL: VGM Career Horizons, 1999.

**HF 5381.5 .U5 S66 1998**

Place, Irene. *Opportunities in Business Management Careers*. Revised by Lewis R. Baratz. Lincolnwood, IL: VGM Career Horizons, 1998.

**HF 5382 .E23 1998**

Eberts, Marjorie, Margaret Gisler, and Maria Gisler. *Careers for High-Energy People & Other Go-Getters*. Lincolnwood, IL: VGM Career Horizons, 1998.

**HF 5382 .G65 1998**

Goldberg, Jan. *Careers for Courageous People & Other Adventurous Types*. Lincolnwood, IL: VGM Career Horizons, 1998.

**HF 5382.5 .U5 S66 1998**

Stair, Lila B. *Careers in Business*. 4<sup>th</sup> ed. Lincolnwood, IL: VGM Career Horizons, 1998.

**HF 5382.75 .I54 2006**

*Careers in Information Technology*. 2007 ed. (WetFeet Insider Guide). San Francisco, CA: WetFeet Inc., 2006.

**HF 5429.29 .D65 1996**

Dolber, Roslyn. *Opportunities in Retailing Careers*. Lincolnwood, IL: VGM Career Horizons, 1996.

**HF 5547.5 .E78 2007**

Blanche Ettinger. *Opportunities in administrative assistant careers*. Rev. ed. New York : McGraw Hill, c2007.

**HF 5616 .U5 G39 2006**

Gaylord, Gloria L., and Glenda E. Ried. *Careers in accounting*. 4<sup>th</sup> ed. New York: McGraw-Hill, c2006.

**HG 181 .S84 2004**

Sumichrast, Michael and Martin A. Sumichrast. *Opportunities in Financial Careers*. Revised ed. Chicago: VGM Career Books, 2004.

**HQ 1064 .U5 W59218 2003**

Williams, Ellen. *Opportunities in Gerontology and Aging Services Careers*. Rev. ed. Chicago: VGM Career Books, 2003.

**HV 10.5 .E24 1998**

Eberts, Marjorie and Margaret Gisler. *Careers for Good Samaritans & Other Humanitarian Types*. 2<sup>nd</sup> ed. Lincolnwood, IL: VGM Career Horizons, 1998.

**HV 8023 .S27 2002**

Scarborough, Kathryn E. and Pamela A. Collins. *Women in Public & Private Law Enforcement*. Boston, MA: Butterworth-Heinemann, 2002.

**HV 8073 .C316 2001**

Camenson, Blythe. *Opportunities in Forensic Science Careers*. Chicago, IL: VGM Career Books, 2001.

**HV 8073 .E34 2008**

Echaore-McDavid, Susan. *Career opportunities in forensic science*. New York : Checkmark Books, c2008.

**HV 8143 .H327 2003**

Harr, J. Scott, and Kären M. Hess. *Seeking employment in criminal justice and related fields*. Belmont, CA: Wadsworth/Thomson Learning, 2003.

**HV 8143 .A64 2006**

Ackerman, Thomas H. *Federal law enforcement careers : profiles of 250 high-powered positions and tactics for getting hired*. 2<sup>nd</sup> ed. Indianapolis, IN: JIST Works, 2006.

**JA 88 .U6 R68 2004**

Rowh, Mark. *Great Jobs for Political Science Majors*. Chicago, IL: VGM Career Books, 2004.

**LB 1775 .E28 1998**

Edelfelt, Roy A. *Careers in Education*. Lincolnwood, IL: VGM Career Horizons, 1998.

**ML 3795 .G47 2002**

Gerardi, Robert. *Opportunities in Music Careers*. [4<sup>th</sup> ed.] Chicago, IL: VGM Career Books, 2002.

**N 6505 .C328 2006**

Camenson, Blythe. *Careers in art*. 2<sup>nd</sup> ed. New York: McGraw-Hill, 2007.

**P 60 .D44 2007**

DeGalan, Julie and Stephen Lambert. *Great jobs for foreign language majors*. 3<sup>rd</sup> ed. New York: McGraw-Hill, 2007.

**PN 1580 .G5688 1999**

Goldberg, Jan. *Opportunities in Entertainment Careers*. Lincolnwood, IL: VGM Career Horizons, 1999.

**PN 1661 .G37 1999**

Garrison, Gary. *The Playwright's Survival Guide: Keeping the Drama in Your Work and Out of Your Life*. Portsmouth, NH: Heinemann, 1999.

**PN 1995.9 .P75 B66 2004**

Bone, Jan. *Opportunities in film careers*. Rev. ed. New York : VGM Career Books, c2004.

**PN 2055 .M6 2005**

Moore, Dick. *Opportunities in Acting Careers*. Rev. ed. New York: McGraw Hill, 2005.

**PN 2074 .G66 2005**

Goldberg, Jan. *Great Jobs for Theater Majors*. Chicago, IL: McGraw-Hill, 2005.

**QA 10.5 .L36 2006**

Lambert, Stephen E. and Ruth J. DeCotis. *Great Jobs for Math Majors*. 2<sup>nd</sup> ed. New York: McGraw-Hill, 2006.

**QA 76.25 .F37 2007**

Farr, J. Michael. *Top 100 computer and technical careers : your complete guidebook to major jobs in many fields at all training levels*. 3<sup>rd</sup> ed. Indianapolis, IN : JIST Works, c2007.

**QA 76.25 .G62 2003**

Goldberg, Jan. *Great Jobs for Computer Science Majors*. Chicago: VGM Career Books, 2003.

**QA 76.76 .C672 C33 2009**

*Careers in focus. Computer and video game design*. 2<sup>nd</sup> ed. New York: Ferguson, c2009.

**QD 39.5 .R688 1999**

Rowh, Mark. *Great Jobs for Chemistry Majors*. Lincolnwood, IL: VGM Career Horizons, 1999.

**QH 314 .W525 2004**

Belikoff, Kathleen. *Opportunities in Biological Science Careers*. Chicago: VGM Career Books, 2004.

**QK 50.5 .G37 2007**

Garner, Jerry. *Careers in horticulture and botany*. 2<sup>nd</sup> ed. New York : McGraw-Hill, 2007.

**R 690 .F54 2007**

Field, Shelly. *Career Opportunities in Health Care*. 3<sup>rd</sup> ed. New York: Checkmarks Books, 2007.

**R 697 .A4 S93 2000**

Swanson, Barbara M. *Careers in Health Care*. Lincolnwood, IL: VGM Career Horizons, 2000.

**RT 82 .S23 2003**

Sacks, Terence J. *Careers in Nursing*. 2<sup>nd</sup> ed. Chicago, IL: VGM Career Books, 2003.

**RT 84 .F693 2000**

Fox-Rose, Joan. *Opportunities in Nursing Assistant Careers*. Lincolnwood, IL: VGM Career Horizons, 2000.

**SB 469.384 .C35 2007**

Camenson, Blythe. *Opportunities in Landscape Architecture, Botanical Gardens, and Arboreta Careers*. Rev. ed. New York: McGraw Hill, 2007.

**SF 80 .S48 2005**

Shenk, Ellen. *Careers with animals: exploring occupations involving dogs, horses, cats, birds, wildlife, and exotics*. Mechanicsburg, PA: Stackpole Books, 2005.

**T 11 .G663 2008**

Gould, Jay Reid. *Opportunities in technical writing careers*. Rev. ed. New York : McGraw-Hill, c2008.

**T 73 .C5953 1998**

Connelly, Robert. *Opportunities in Technical Education Careers*. Lincolnwood, IL: VGM Career Horizons, 1998.

**TA 157 .B342 2003**

Basta, Nicholas. *Opportunities in Engineering Careers*. Rev. ed. Chicago: VGM Career Books, 2003.

**TH 159 .C36 1999**

Camenson, Blythe. *Real People Working in Building and Construction*. Chicago, IL: VGM Career Horizons, 1999.

Lytle, Elizabeth Stewart. *Careers in Plumbing, Heating, and Cooling*. New York: Rosen Pub. Group, 1995.

**TH 9119 .C65 1997**

Coleman, Ronny J. *Opportunities in Fire Protection Services*. Lincolnwood, IL: VGM Career Horizons, 1997.

**TK 7845 .R68 2007**

Rowh, Mark. *Opportunities in Electronics Careers*. Rev. ed. New York: McGraw Hill, 2007.

**TS 213 .R694 2008**

Rowh, Mark. *Opportunities in Metalworking Careers*. Rev. ed. New York: McGraw Hill, 2008.

**TT 958 .K67 2002**

Korman, Lorraine. *Cosmetology Career Starter*. New York: Learning Express, 2002.

**Z 682.35.V62 W47 1997**

Sellen, Betty-Carol, Ed. *What Else You Can do with a Library Degree: Career Options for the 90s and Beyond*. New York: Neal-Schuman Publishers, 1997.

**TP 248.215 .B766 2007**

Brown, Sheldon S. *Opportunities in biotechnology careers*. Rev. ed. New York : McGraw Hill, c2007.

**PN 1995.9 .P75 Y34 2009**

Yager, Fred. *Career opportunities in the film industry*. 2<sup>nd</sup> ed. New York : Ferguson, c2009.

**T11 .G663 2008**

Gould, Jay R. *Opportunities in technical writing careers*. Rev. ed. New York : McGraw-Hill, c2008.

**TS 213 .R694 2008**

Rowh, Mark. *Opportunities in metalworking careers*. Rev. ed. New York : McGraw-Hill, c2008.

**TK 5105.875 .I57 T376 2007**

Taylor, T. Allan. *Career opportunities in the Internet, video games, and multimedia*. New York, NY : Ferguson, c2007.

**HF 5547.5 .E78 2007**

Ettinger, Blanche. *Opportunities in administrative assistant careers*. Rev. ed. New York : McGraw Hill, c2007.

**TK 7845 .R68 2007**

Rowh, Mark. *Opportunities in electronics careers*. Rev. ed. New York : McGraw Hill, c2007.

**Career Planning & Job Searching**

**HF 5381 .B187 2006**

Bailey, Mary Ann. *Finding the Right Career Path*. (WetFeet Insider Guide). San Francisco, CA: WetFeet, Inc., 2006.

"Deciding on a career can be difficult, especially if you're at the beginning of your professional life. Fortunately, career coach Mary Ann Bailey is here to show you the way. By exploring four main areas -- self-assessment, exploration,

evaluation and decision-making, and implementation -- this book will help you find the best career match for your skills, talents, and personality style."

**HF 5382.5 .U5 F644 2004**

Fogg, Neeta P., Paul E. Harrington and Thomas F. Harrington *College Majors Handbook with Career Paths and Payoffs: The Actual Jobs, Earnings, and Trends for Graduates of 60 College Majors*. 2<sup>nd</sup> Indianapolis, IN: JIST, 2004.

What can you REALLY do with a degree in Liberal Arts? Find out in this book. The authors examine the facts about the job market and earning potential surrounding sixty of the most popular college degrees.

**HF 5382.5 .U5 L87 1998**

Luppert, Eve. *Rules for the Road: Surviving Your First Job Out of School*. New York: Berkley Pub. Group, 1998.

This great, no nonsense guide to handling your introduction to the professional workplace should be on the compulsory reading list. Luppert covers ALL the bases starting with Chapter 1: "What is an Entry Level Job Anyway?" She explains why it is important to do even stupid jobs brilliantly, why attitude matters, how to deal with difficult bosses and co-workers, and being smart with your hard-earned money.

**HF 5382.7 .G53 1998**

Giangrande, Gregory. *The Liberal Arts Advantage: How to Turn Your Degree into a Great Job*. New York: Avon Books, 1998.

This book dispels the myth that a degree in liberal arts is a waste of time and effort and explains how to take advantage of the opportunities that such a broad base of knowledge presents. Part I covers evaluating your skills and marketing yourself properly, the job search and interview, etc, while Part II dives into the various fields which are ideal for someone with a liberal arts background.

**HF 5382.7 .D54 2006**

Dikel, Margaret Riley, and Frances E. Roehm. *Guide to Internet Job Searching*. New York: McGraw-Hill, 2006.

This book was co-authored by the creator of the [Riley Guide](#). It would be an excellent introduction to anyone who is interested in using the Net for job research and making career contacts; especially those who do not feel "Web-savvy." The first chapter discusses how to get connected and where to start, and the book just progresses from there.

**HF 5382.7 .W444 1996**

Weinstein, Bob. *So What if I'm 50?: Straight Talk and Proven Strategies for Getting Hired in the Toughest Job Market Ever*. New York: McGraw-Hill, 1996.

Addresses the particular circumstances and challenges faced by the older job seeker. Chapters are short, to the point, and entertaining.

**HF 5382.75 .U6 H46 2004**

Henderson, David G. *Job Search: Marketing Your Military Experience*. 4<sup>th</sup> ed. Mechanicsburg, PA: Stackpole Books, 2004.

David G. Henderson was a career Marine, who later headed a personnel agency specializing in placement of service members in civilian jobs. His guide to job searching offers the separating service member current information on planning a smooth transition from military experience to a good job in the civilian workforce. Henderson includes an experience assessment, information on the job market, resume writing, interviewing tips, and advice on benefits and salary negotiations, with over 40 examples of successful resumes.

**HF 5383 .S714 2004**

Stafford, Diane and Moritza Day. *1000 best job hunting secrets*. Naperville, Ill.: Sourcebooks, 2004.

The 1000 Best Resume Secrets covers the how-to of resume writing, what resumes must contain and the ways to make yours stand out among legions of others. Whether you are hunting for your first job, seeking a better position or planning to rejoin the workforce after raising kids or a mini-retirement, this book covers it. Subjects covered include: Creating an irresistible resume -- Knowing the pet peeves of hiring managers and head hunters -- Getting your resume into the right hands -- Knowing the pros and cons of e-resumes and creating your own -- Knowing what employers consider resume turn-ons and turn-offs.

**HF 5386 .F57 2001**

Fisher, Anne. *If My Career's on the Fast Track, Where do I Get a Road Map? Surviving and Thriving in the Real World of Work*. New York: William Morrow, 2001.

Written by author of *Fortune* magazine's "Ask Annie," this book provides helpful advice on "what to do after graduation; how to move your career ahead; dealing with toxic colleagues; failing or being fired, and how to bounce back; and useful tips for new and seasoned managers" and much more. The text is witty, and each section is brief and to the point.

**Ref R 690 .W565 2005**

Wischnitzer, Saul, and Edith Wischnitzer. *Top 100 health-care careers: your complete*

*guidebook to training and jobs in allied health, nursing, medicine, and more.* 2<sup>nd</sup> ed. Indianapolis, IN: JIST Works, 2005.

Includes tools such as skill and interest assessments to determine whether health care is right for you. Read summaries on each career including salaries, work settings, educational requirements, and advancement opportunities. Each section has a directory to education and training in that field. Define career goals and learn to market yourself to prospective employers.

### **TA 157 .B45 2002**

Benton, Debra. *From Biotech to Hollywood: New Career Opportunities in Technology.* [Paramus, NJ]: Prentice Hall, 2002.

Written by author of *How to Think Like a CEO*, this book is geared to the fast-paced world of high-tech. The author covers becoming a leading candidate, increasing name recognition, marketing yourself, working with "headhunters," negotiating and closing the deal.

Employment Security Commission of North Carolina. [ESC NC Individual Services: Job Search](#). Available [Online] : <<http://www.ncesc.com/individual/jobSearch/jobSearchMain.asp>>. [28 June 2010].

Search for jobs throughout the State of North Carolina, working for the State, for the federal government, (or access the national database [JobBank USA](#) [www.jobbankusa.org](http://www.jobbankusa.org))

### **NCLIVE RESOURCES [online] [www.nclive.org](http://www.nclive.org)] [password required off campus]**

**Jobs Portal** ([www.jobs.nclive.org](http://www.jobs.nclive.org)) – A user-friendly starting point for those who are job hunting or looking to jump start their careers, featuring resume and cover letter builders, Career Library, a database with complete career information, career-related eBooks, interviewing tips, interactive practice exams, and more.

#### **Job & Career Accelerator** via Learning Express

Step-by-step job search assistance for all levels of job seekers from exploring and matching suitable occupations from over 1,000 detailed occupation profiles to finding available jobs in their area from a database of over 5 million up-to-date job postings. Create professional resumes, master interviewing techniques, improve work related skills and prepare for occupation-related exams. Plan, tailor, and track multiple job searches at the same time with expert advice and tips each step of the way. Very efficient and effective job search.

## **Career Library**

Four user-friendly components help users match their interests to occupations, education prospects, and more.

1.The Exploration Center: assess career interests and explore information pertaining to occupations and higher education. Search options and important information include: Occupation Search, College Search, Financial Aid Information, Apprenticeships, Military Occupations, College Majors, State-specific Data, Occupation Video Library (English and Spanish), and more.

2.The Planning Center: printable resources and information to assist with planning to enter the higher education community or the workforce. Resources such as a resume builder, as well as college and career planning checklists included.

3.The Resource Center: search for web resources related to colleges/universities, careers, curriculum, and much more. Information provided: "Cool Jobs" (job profiles on up-and-coming or out-of-the-ordinary careers), Web Resources, Full Text Articles, Standards-aligned Curriculum, Occupation Video Library (English and Spanish), State-specific Data, and more.

4.The Activity Center: test your knowledge of history, vocabulary, math, English, and occupations. Interactive Quizzes on history and vocabulary, online polls, sample proficiency & standardized test questions, GED sample tests and more included.

## **Resume Writing - General**

### **HF 5383 .B437 2005**

Betrus, Michael *Perfect Phrases for Resumes*. New York: McGraw-Hill, 2005.

This book includes the basic rules and sample resumes guaranteed to get you an interview, perfect phrases to emphasize your unique skills and accomplishments, and goal-specific guidelines for specialized careers and jobs.

### **HF 5383 .C69 1992**

Coxford, Lola M. *Resume Writing Made Easy*. 4<sup>th</sup> ed. Scottsdale, AZ: Gorsuch Scarisbrick, 1992.

Though the look of the examples is somewhat dated the basic advice is sound. This should be supplemented with some more up to date examples, however.

### **HF 5383 .F485 2000**

Field, Ben T. & Paul K. Wright. *Better Resumes in 3 Easy Steps*. Albany, NY: Delmar, 2000.

A quick, "down and dirty" guide to highly effective resumes.

**HF 5383 .I747 1996**

Ireland, Susan. *The Complete Idiot's Guide to the Perfect Resume*. New York: Alpha Books, 1996.

This book takes the intelligent, no-nonsense approach to resume development. The text is brief and to the point, and is backed up with multiple examples of real resumes that worked.

**HF 5383 .K482 1993**

King, Julie Adair and Betsy Sheldon. *The Smart Woman's Guide to Resumes and Job Hunting*. 2<sup>nd</sup> ed. Hawthorne, NJ: Career Press, 1993.

This guide addresses the special needs and challenges facing women entering or re-entering the workplace. The authors take the reader step-by-step through the process of making herself a viable, marketable job candidate.

**HF 5383 .K7 2006**

Krannich, Ronald L. and William J. Banis. *High Impact Resumes and Letters: How to Communicate Your Qualifications to Employers*. 9<sup>th</sup> ed. Manassas, VA: Impact, 2006.

"More than a resume guide, this unique book analyzes today's job market, includes self-assessment exercises, outlines the net-working process, includes distribution and follow-up strategies, and addresses 107 key questions."  
(Amazon.com)

**HF 5383 .L87 2006**

Lurie, Roseanne, and Selena Welz. *Killer Cover Letters and Resumes*. 3<sup>rd</sup> ed. (WetFeet Insider Guide). San Francisco, CA: WetFeet, Inc., 2006.

"Thanks to the ease of submitting a resume online, recruiters today receive hundreds of applications for each open position. How do they sift through these stacks of resumes? What can you do to position yourself at the top of the heap? This book provides the latest wisdom from recruiters and hiring managers that will get your resume noticed."

**HF 5383 .R445 2006**

*Resumes for Mid-Career Job Changes*. 3<sup>rd</sup> ed. (VGM Professional Resume Series). New York: McGraw-Hill, 2006.

Although the example resumes are tailored to demonstrate how one might package career skills, basically this guide is the same as all of the other VGM Professional Resume books.

**HF 5383 .R453 1995**

*Resumes for the 50+ Job Hunter*. Lincolnwood, IL: VGM Career Horizons, 1995.

The resume and cover letter examples are the most valuable part of this text, demonstrating an emphasis on experience. Although the sample resumes used in this book represent an older more experienced crowd, the basic advice is the same as what you would find in any decent resume book.

**HF 5383 .R455 1995**

*Resumes for the First-Time Job Hunter*. Lincolnwood, IL: VGM Career Horizons, 1995.

The examples and forms included demonstrate how putting emphasis on your goals and education can be handled effectively when presenting yourself through a resume.

**HF 5383 .R4715 1995**

*Resumes! Resumes! Resumes!* 2<sup>nd</sup> ed. Hawthorne, NJ: Career Press, 1995.

Covers the basics of how to market yourself and design a resume that works for your particular situation. This book is loaded with examples of different approaches to presentation, including a few off-beat ones.

**HF 5383 .S25 2006**

Salvador, Evelyn U. *Step-by-step Resumes: Build an Outstanding Resume in 10 Easy Steps*. Indianapolis, IN: JIST Works, 2006.

This book is literally a step-by-step guide using fill-in-the-blank and checkbox worksheets to build a resume. It comes with a CD with customizable ClipBullets and resume and cover letter templates.

**HF 5383 .S28 1998**

Savino, Carl S. and Ronald L. Krannich *Resumes and Job Search Letters for Transitioning Military Personnel*. Manassas Park, VA: Impact Publications, 1998.

Covers all of the basics, as well as how to present your military service in a manner which will demonstrate their transference to other fields.

## **Resume Writing - Specific Fields**

### **HF 383 .C623 1998**

Cochran, Chuck and Donna Pierce. *WOW! Resumes for Sale & Marketing Careers: How to Put Together a Winning Resume*. Boston: McGraw-Hill, 1998.

### **HF 5383 .E47876 2005**

Enelow, Wendy S. and Louise M. Kursmark. *Expert resumes for computer and Web jobs*. 2<sup>nd</sup> Indianapolis, IN: JIST Works, 2005.

### **HF 5383 .R39527 2004**

McKinney, Anne, ed. *Real-resumes for administrative support, office & secretarial jobs: --including real resumes used to change careers and gain federal employment*. Fayetteville, NC: PREP Pub., 2004.

### **HF 5383 .R39623 2004**

McKinney, Anne, ed. *Real-resumes for sports industry jobs*. Fayetteville, NC: PREP Pub., 2004.

### **HF 5383 .R436 2005**

*Resumes for Education Careers: Includes Sample Cover Letters*. New York: VGM Career Books, 2005.

### **HF 5383 .V46 1992**

*Resumes for Business Management Careers*. Lincolnwood, IL: VGM Career Horizons, 1992.

### **LB 2331.72 .A58 1998**

Anthony, Rebecca and Gerald Roe. *The Curriculum Vitae Handbook: How to Present and Promote Your Academic Career*. 2<sup>nd</sup> ed. San Francisco: Rudi Pub., 1998.

### **R 690 .R48 1998**

*Resumes for Health and Medical Careers (With Sample Cover Letters)*. 2<sup>nd</sup> ed. Lincolnwood, IL: VGM Career Horizons, 1998.

### **RT 86.7 .M425 2003**

McKinney, Anne. *Real resumes for nursing jobs: including real resumes used to change careers and resumes used to gain federal employment*. Fayetteville, NC: PREP Pub., 2003.

### **RT 86.7 .R45 2007**

*Resumes for nursing careers*. 3<sup>rd</sup> ed. New York : McGraw-Hill, c2007.

## Interviewing

### **HF 5549.5 .I6 B333 1996**

Ball, Frederick W. and Barbara B. Ball *Killer Interviews*. New York: McGraw-Hill, 1996.

### **HF 5549.5 .I6 B56 1992**

Bloch, Deborah P. *How to Have a Winning Job Interview*. Lincolnwood, IL: VGM Career Horizons, 1992.

### **HF 5549.5 .I6 F79 1991**

Fry, Ron. *101 Great Answers to the Toughest Interview Questions*. Hawthorne, NJ: Career Press, 1991.

**HF 5549.5 .I6 H33 2000** *Best Answers to Tough Interview Questions*. Manassas Park, VA: Impact, 2000.

### **HF 5549.5 .I6 M316 1995**

Marler, Patty and Jan Bailey Mattia. *Job Interviews Made Easy*. Lincolnwood, IL: VGM Career Horizons, 1995.

### **HF 5549.5 .I6 W458 1999**

Wendleton, Kate. *Interviewing and Salary Negotiation*. Franklin Lakes, NJ: Career Press, 1999.

### **HF 5549.5 .I6 A78 1992 [video]**

*The Art of Interviewing*. Avon, CN: Marketing Directions, 1992. [VHS, 36 min.]

## Web Sites

[America's Career InfoNet](http://www.acinet.org/). Available [Online] : <<http://www.acinet.org/>>. [10 June 2010].

This site, sponsored in part by the U.S. Dept. of Labor, provides Job Seekers and Employers with the information and services they need to effectively place themselves in the job market. It is just one component of [CareerOneStop](#).

Bolles, Richard N. [JobHuntersBible.com](http://www.jobhuntersbible.com). Available [Online] : <<http://www.jobhuntersbible.com/>>. [10 June 2010].

This site provides a number of tools for preparing yourself for the job market and job seeking. The site is designed as an extension of the famed book by Bolles, *What Color is Your Parachute?*

Dow Jones & Co. [careerjournal.com](http://careerjournal.com) -- from *The Wall Street Journal*. Available [Online]: <<http://careerjournal.com/>>. [10 June 2010].

Though it operates under the guise of an online magazine, this site offers a number of services and thus appears in this category. The structure and services are aimed at the corporate executive types, but much of the information is relevant to any number of fields.

Employment Security Commission of North Carolina. [Welcome to the ESC Home Page](http://www.ncesc.com). Available [Online] : <<http://www.ncesc.com/>>. [10 June 2010].

The NC ESC offers a number of services that go beyond job-hunting. They provide assistance with training programs, unemployment benefits, career planning, and special services of veterans.

[Henderson County JobLink Career Center](http://www.blueridge.edu/job_seeker/job_link.php). Available [Online] : <[http://www.blueridge.edu/job\\_seeker/job\\_link.php](http://www.blueridge.edu/job_seeker/job_link.php)>. [4 June 2010].

Job Link provides assistance to both employers and job seekers. Job Link can help with skill assessment, job search preparation, the job search itself, financial assistance for training, re-training, child care, and much more. Job Link has an office at the BRCC Henderson County Campus.

NC Area Health Education Centers. [Welcome to NC Health Careers Website](http://www.nchealthcareers.com). Available [Online] : <<http://www.nchealthcareers.com/>>. [10 June 2010].

This site was designed to provide timely and up-to-date information about the various healthcare career opportunities available in North Carolina. The **Introduction** provides an overview of the web site and general information about AHEC. **Career Preparation** includes an overview of the healthcare field, academic preparations, information on the NC HCAP Program, a Q&A area, and information on current healthcare trends. **Career Search** allows you to browse and search up to date information on a vast majority of the healthcare careers currently available. The **Appendices** is designed to help you further explore careers in the healthcare field.

North Carolina State Occupational Information Coordinating Committee. [NC Careers](http://www.nccareers.org). Available [Online] : <<http://www.nccareers.org/>>. [29 April 2003].

NC Careers has four main areas: **Explore** - Discover Career Options, by Matching Your Characteristics to Occupations. **Occupations** - Find Current Information about North Carolina Occupations. **Education & Training** - Find Post-Secondary Education Training Programs and Sites. **Career Planning** -

Review steps for effective career planning and get additional career exploration tips.

**[NC SOICC North Carolina Career Resource Network](http://www.soicc.state.nc.us/soicc/)** Available [Online] : <<http://www.soicc.state.nc.us/soicc/>>. [10 June 2010].

"The North Carolina State Occupational Information Coordinating Committee (NC SOICC) is a state interagency coordinating committee that provides occupational and career information resources for vocational education and employment and training program planners and policy makers and for the career development needs of youth and adults." The site provides links to information on ***Career Management, Career Exploration, Self assessment, Education and Training, Job Search, Workshops, Products and Online Services***, and ***Links*** to other relevant sites.

**Yahoo! [HotJobs.com](http://hotjobs.yahoo.com/)**. Available [Online] : <<http://hotjobs.yahoo.com/>>. [10 June 2010].

"Choosing from thousands of jobs in over 35 categories, HotJobs users can search for jobs in several ways: by job category, company, location, or a combination of these choices... With a myHotJobs account, applicants get a password protected home page, resume editing tools, access to stats including the number of times an employer/recruiter reviewed their resume.

### **Journals, Magazines, & Trade Publications**

- [careerjournal.com](http://careerjournal.com)
- [CollegeJournal.com](http://CollegeJournal.com)
- **OOQ: Occupational Outlook Quarterly**
- [OOQ Online](http://OOQ Online)

### **Databases**

**See Databases in Career Research and Job Openings category**

### **Other Helpful Books**

#### **HF 5386 .W496 1999**

Wild, Russell. *Career Smarts: 201 Guiding Principles from the World's Best and Brightest*. Santa Fe, NM: Clear Light Publishers, 1999.

"*Career Smarts* compiles the insights, wisdom, and practical tips that give an essential advantage in achieving success and personal satisfaction in the contemporary world of work. The 'best and brightest' include highly placed executives of big corporations, successful entrepreneurs, and respected consultants, teachers, and authors. They offer insider perspectives on such

subjects as leadership, creative decision making, corporate culture, communication, stress reduction, dealing with loony bosses, job versus career changes, juggling kids with careers, motivating people, and principles of conflict resolution and negotiation in a complex and rapidly changing business environment."

**Ref HF 5547.5 .W4 1993**

*Merriam-Webster's Secretarial Handbook*. 3<sup>rd</sup> ed. Springfield, MA: Merriam-Webster, 1993.

Covers letter writing and other forms of communication, common spelling errors, grammar, usage, forms of address. A handy reference to help avoid common mistakes and package yourself well.

**HF 5549 .G733 2005**

Gresing-Pophal, Lin. *Employee management for small business*. 2<sup>nd</sup> ed. Bellingham, Wash.; North Vancouver, B.C.: Self-Counsel Press, 2005.

This book is designed to help small businesses develop and maintain an effective human resources plan. Topics covered include preparing for hiring, knowing the law, developing interview and questioning skills selecting candidates, performance evaluations, and motivating your workforce. Includes a CD-ROM with employee management forms.

**HF 5549.5 .C35 N48 2000**

*New Directions in Career Planning: Practical Strategies for Career Management Professionals*. 2<sup>nd</sup> ed. Palo Alto, CA: Davies-Black, 2000.

This book "offers a compendium of the most current thought and practice from experts on the impact of technology and the new demographics on the changing workplace, new approaches to career and life planning, work-life balance, values clarification, multicultural career counseling, and new applications of the *Strong Interest Inventory* and instruments."

**HF 5549.5 .S38 F44 2000**

Fein, Richard. *101 Hiring Mistakes Employers Make and How to Avoid Them*. (Career Savvy Series). Manassas Park, VA: Impact, 2000.

This book is designed primarily as a help to human resource professionals. It is based on interviews with Human Resource Managers who discuss the mistakes they have made and what they learned from them.