



# **Career & Job Information**

## **Library Resource Guide**

### **Finding Books and Videos**

You can find books, CDs, DVDs and other materials in [UTMOST](#) (or the OhioLINK Central Catalog) using keywords for your topic or use the subject headings below, along with subheadings such as United States, etc. More help is available from the [UTMOST Library Guide](#).

**occupations**  
**professions**  
**résumés**

**vocational guidance**  
**college majors**  
**job hunting**

**vocational interests**  
**college graduates**  
**employment**

### **Standard Reference Sources for Career Information**

*Best Jobs for the 21st Century* Reference HF5381.15 .F37 2006  
A reference work to help job seekers, students, and career changers focus their career options and learn more about jobs of interest; features the 500 best jobs with detailed descriptions, the fastest growth, best pay, and most openings from the Department of Labor's Occupational Information Network (O\*NET).

*College Majors and Careers* Reference HF5382.5 .U5 P445 2003  
A reference work to assist students in focusing their college program by linking majors with personality traits, interests, and occupations.

*Encyclopedia of Careers and Vocational Guidance* Reference HF5381 .E52  
A reference work in four volumes; Volume 1 lists the industries themselves – their structure, their career paths. Volumes 2-4 present job-specific information, including educational/training requirements.

*VGM's Careers Encyclopedia* Reference HF5382.5.U5 C337 2002  
A concise A-Z reference containing detailed career descriptions, job outlook, qualifications, education and training, income potential, work settings, opportunities for advancement, and sources for further information.

### **Standard Reference Sources for Résumé Information**

*175 High Impact Résumés* Reference HF5383 .B324 2002  
Hand-picked, successful résumés of both experienced job-seekers and recent college graduates. The 1999 edition is available through UTMOST library catalog as an electronic book.

*Gallery of Best Resumes* Reference HF5383 .N62 2004  
A collection of quality resumes by professional resume writers.

*The Quick Resume and Cover Letter Book* Reference HF5383 .F32 2005  
Coverage includes identifying skills, documenting experience, clarifying job objectives, cover letters, thank-you notes, converting resumes to electronic format, and more, with ninety sample resumes.

### **Standard Reference Sources for Job Information**

*Job Hunting on the Internet* Reference HF5382.75.U6 B65 2005  
A comprehensive guide to using the Internet for job hunting that includes information on more than 500 web sites and selected search engines, the hidden Internet, networking, and the use of the Internet in a comprehensive job-hunting strategy.

(Standard Reference Sources for Job Information continued)

*The Ohio Job Bank*

Reference HF5382.5 .U6 O33 2004

A comprehensive breakdown of major employers, including current personnel contact information.

*Business and Company Resource Center from Gale*

OhioLINK database

An electronic resource that contains up-to-date company profiles with contact information searchable by city and industry.

*Best Career and Education Web Sites*

NetLibrary Book (UTMOST catalog)

An Internet guide to career and education information; lists and reviews 340 of the best sites on the Internet for career information; with an overview of Web searching, online resumes, and related topics.

*The Directory of Executive Recruiters 2005-2006*

Reference HF5549.5 .R44 D58 34<sup>th</sup> 2004

A comprehensive recruiter resource of North American companies that includes company descriptions, salary minimums, and contact information, with indexes by geography, function, and industry specialties. Also available on CD for checkout from the Circulation Desk.

## **Internet Resources for Career Information**

*America's Career Infonet*

<http://www.acinet.org/>

A great one stop resource for information about the job market, specific career resources, and job openings. Be sure to use the buttons under the individual tabs to see all of the possible resources, such as *CareerOneStop*.

*Career Guide to Industries*

<http://www.bls.gov/oco/cg/>

A resource providing information on available careers in over 42 industries, including the nature of the industry, working conditions, employment, training and advancement, earnings and benefits, employment outlook, and lists of organizations that can provide additional information.

*Center for the Study of Ethics in the Professions*

[http://ethics.iit.edu/codes/codes\\_index.html](http://ethics.iit.edu/codes/codes_index.html)

This resource provides codes of ethics for various businesses and associations which may be used when doing research for jobs and interviews; links to home pages for company information and job opportunities.

*Dictionary of Occupational Titles / o\*net*

<http://www.oalj.dol.gov/LIBDOT.HTM>

This resource provides a wide range of information with application to placement, occupational research, career guidance, labor-market information, and long-range job planning.

*Occupational Outlook Handbook*

<http://www.bls.gov/oco/>

A keyword-searchable electronic resource (by the US Bureau of Labor) that describes the required training and education, earnings, expected job prospects, job descriptions, and working conditions of various occupations. Also includes job search tips and links to job market information by state.

*SIG13*

<http://www.student-services.utoledo.edu/career/>

This program integrates self-assessment with in-depth and up-to-date career information and provides a realistic view of the best educational and career options. Access under "Quick Links" with UTAD account number.

## **Other Campus Resources**

The Career Services Office can help you find an on or off campus part-time job, plan your career, find an internship, or a post-graduation position, and help with graduate school decisions. They also have a small reading room with additional job and career reference books. They are located in Student Union Room 1532 (phone: 419-530-4341).

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