

## Internet Resources

### Occupational Outlook Handbook

- [bls.gov/oco](http://bls.gov/oco)
- Career Information including required education, training, and earnings

### O-Net Online

- [online.onetcenter.org](http://online.onetcenter.org)
- Career Information
- Matches skills to occupations

### UT Career Services Resources

- [www.student-services.utoledo.edu/career](http://www.student-services.utoledo.edu/career)
- Information on majors and careers, job search, resumes and cover letters, interviewing, salaries, more.
- Access to Sigi, which integrates self-assessment with up-to-date career information

### What Can I Do With a Major In..

- [www.uncwil.edu/stuaff/career/majors](http://www.uncwil.edu/stuaff/career/majors)
- Ties various majors to possible occupations and has additional links to informational websites

### America's Career Info-Net

- [www.acinet.org](http://www.acinet.org)
- Job market information and career resources



### Collegegrad.com

- [www.collegegrad.com](http://www.collegegrad.com)
- Career information, job search, resumes, cover letters, and interviewing

## Additional Information

### Location:

Career Services  
Student Union 1532

### Hours:

Monday-Friday  
8:15 a.m.– 5:00 p.m.

**Sign-in:** Please sign in at the front desk before using the library. If you need help locating a resource, please ask. We will be happy to assist you.

**Book circulation:** Books cannot be checked out of the Career Services library. Ask for assistance at the front desk if you need photocopies of selected reference material.

**Other resources:** Job cart, videos, magazines, internet access, SIGI web-based assessment.

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### Career Services

*Division of Student Affairs*

[www.student-services.utoledo.edu/career](http://www.student-services.utoledo.edu/career)

Phone: 419.530.4341

Fax: 419.530.4013



## Career Services

# Career Information Library Guide

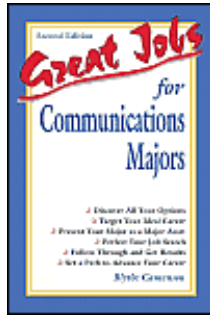




The Career Services' Career Information Library is divided into several sections. Each area is *color coded* so information can be easily located.

**Career Decision (Green)**

The Career Decision section has books that will assist students who are exploring majors and/or careers.



**Careers (Red)**

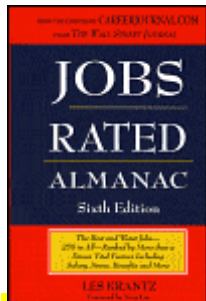
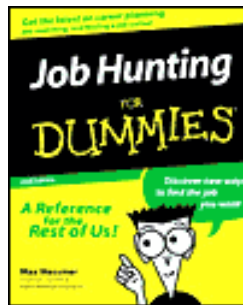
The Careers section contains information on a variety of careers. It begins with a series called “ Careers for...” and “Great Jobs”. Following this, the career books are grouped alphabetically by career field.



**Job Search (Yellow)**

The Job Search section contains books on the job search; the best companies to work for; government jobs; internships and part-time jobs;

resumes and cover letters; interviews, negotiation of salary; benefit packages; and much more.



The job search section also includes information for special populations, including minorities, people with disabilities and middle-age job seekers, and an International section for students seeking employment outside the United States.

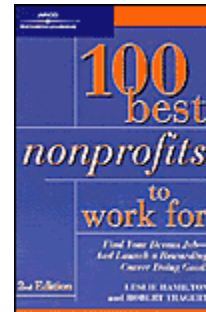


**Graduate/ Professional Schools (Orange)**

This section features helpful information on various degree programs at the graduate level.

**Reference Materials (neon green)**

Manufactory indexes and other industry guides are located in this section of the library.



**Other Resources:**

The vertical file cabinets hold information on employees and university programs nationwide. Our job cart contains job openings and internship information. These jobs are also posted on CareerTRAK, a web– based system Career Services uses for posting jobs and internships.



**CARLSON LIBRARY**



If you would like additional help, visit the University Of Toledo’s Carlson Library. Here is a sampling of their employer resources:

**Help! My Job Interview is Tomorrow!**

**‘How to’ guide in using the library to research an employer. Ref. HF5381.T26**

**Guide to Specific Subject Area Resources: Career & Job Sources Pathfinder**  
*library.utoledo.edu/help/guides/careerjob.pdf*

**The Ohio Job Bank**

A comprehensive breakdown of major employers, including current personnel contact information. Ref HF5382.5.U6033

**Professionals’ Private Sector Job Finder**

Unlocks the hidden job market guide to 2,500 job sources including specialty and trade periodicals with job ads, hotlines and job matching services. Ref. HF382.75.U5L33

**Job Seeker’s Guide to Private and Public Companies**

Detailed profiles on 17,000 US companies containing information critical to job seekers, including human resources contacts and application procedures. Ref.5382.75.U6J634