



## Library CAREERS Resources

<http://www.library.astate.edu>

Many types of resources are available to you through the Dean B. Ellis Library. This guide is intended to help you find both print and online careers resources. Please note: this guide is only a starting point for your research, it is not meant to be a comprehensive list of resources. If you need further assistance, please visit the Reference / Information Desk in the library.

### Finding Books in the Dean B. Ellis Library

All books in the library are arranged by subject using the Library of Congress classification system for call numbers and subject headings. There are two basic call number areas for general materials on Careers and Vocational Guidance beginning with “HF” and “LC”. You will find most of these materials under the following call number ranges:

- HF5381 – HF5386 - Commerce/Business/Vocational Guidance. Career Development
- LC1037 – LC1037.8 - Education/Career Education
- LC1041 – LC1048 - Education/Vocational Education (General)

Careers and educational material relating to specific careers will begin with call numbers corresponding to that subject area. For example 101 Careers in Nursing is solely about nursing and its call number of REF RT82 .A15 2003 reflects that, while Encyclopedia of Careers and Vocational Guidance covers over 900 different careers and its call number falls into one of the general areas of REF HF5381 .E52 2003.

### Selected Reference Books

*The Reference collection is located on the second floor of the library.*

Bolles, Richard N. What Color is Your Parachute?: A practical Guide for Job-Hunting and Career Changes. Berkeley, CA: Ten Speed, 2001. **REF HF5382.7 .B62 2004**

Damp, Dennis V. Book of U.S. Government Jobs: Where They Are, What's Available, and How to Get One. Moon Township, PA: D-Amp, 2000. **REF JK716 .D36**

Krantz, Les. Jobs Rated Almanac: The Best and Worst Jobs—250 in All—Ranked by More Than a Dozen Vital Factors, Including Salary, Stress, Benefits, and More. 6<sup>th</sup> ed. Fort Lee, N.J.: Barricade Bks, 2002. **REF HF5382.5.U5 K72 2002**

Morkes, Andrew, ed. Encyclopedia of Careers and Vocational Guidance. 4 vols. 12<sup>th</sup> ed. Chicago, IL: Ferguson, 2003. **REF HF5381 .E52 2003**

Professional Careers Sourcebook: An Information Guide for Career Planning. 2<sup>nd</sup> ed. Detroit, MI: Gale, 2002. **REF HF5382.5.U5 P76**

Segal, Nina and Eric Kocher. International Jobs: Where They Are, How to Get Them. 6<sup>th</sup> ed. New York: Basic, 2003. **REF HF5549.5.E45 S44 2003**

### Recent Circulating Books

*\*\*You can use the call number to browse the shelf for similar materials\*\* Circulating books are labeled “General Collection” in the online catalog and are located on the third, fourth, and fifth floors of the library. If these books are checked out you may place a recall or hold at the Circulation desk.*

Bloch, Deborah P. How to Get Your First Job and Keep It. Rev. 2<sup>nd</sup> ed. Chicago: VGM Career, 2002. **HF5382.7 .B588 2002**

Compleat Academic: A Career Guide. 2<sup>nd</sup> ed. Washington: American Psychological, 2004. **H62 .C584824 2004**

Jackson, Acy L. and Kathleen Geckeis. How to Prepare Your Curriculum Vitae. Rev. ed. Chicago: VGM Career, 2003. **HF5383 .J24 2003**

Marcus, John J. Resume Makeover: 50 Common Resume and Cover Letter Problems—And How to Fix Them. New York: McGraw-Hill, 2003. **HF5383 .M264 2003**

Miller, Louise. Careers for Night Owls & Other Insomniacs. 2<sup>nd</sup> ed. Chicago: VGM Career, 2003. **HF5382 .M52 2003**

Sanborn, Kathy and Wayne R. Ricci. Seasons of Your Career: How to Master the Cycles of Career Change. Chicago: Contemporary, 2003. **HF5384 .S26 2003**

## Online Article Databases, Indexes & Abstracts

*Some of these databases provide the full text of the articles, while others provide only citations and/or abstracts. All are accessed by clicking on the "Article Databases" link from the library homepage.*

Database	Citations/ Abstracts	Full Text	Other Information
Academic Search Premier	Yes	Yes	Some articles available full text
Careers Internet Database	Yes	Yes	Full Text
CollegeSourceOnline	Yes	Yes	Full Text
Electric Library	Yes	Yes	Full Text

## Government Information Resources

Career Guide to Industries. U.S. Dept. of Labor and Bureau of Labor Statistics. Washington: The Bureau, 2004-05. **L 2.3/4-3:**

Federal Laws Prohibiting Job Discrimination: Questions and Answers. EEOC. Washington: U.S. Equal Employment Opportunity Commission, 2003. **Y 3.EQ 2:2 D 63/11/2003**

Occupational Outlook Handbook. U.S. Dept. of Labor and Bureau of Labor Statistics. Washington: The Bureau, 2004-05. **L 2.3/4:** and **REF HF5381.A1 O3**

## Web sites

<http://www.library.astate.edu/dept/ref/ereference/eleceref2.htm> Link from ASU library page to several job and career web sites

<http://www.princetonreview.com/cte/quiz/default.asp> Princeton Review Career Quiz

<http://www.careerkey.org/english/> Career Key; Career quiz

<http://www.uncwil.edu/stuaff/career/Majors/index.htm> What Can I Do With A Major In...from the U of NC Wilmington

<http://careers.astate.edu/> Career Services at ASU

<http://careers.astate.edu/jobs.htm> ASU Career Services Job Links in NE Arkansas & the Nation

<http://stats.bls.gov/opub/ooq/ooqhome.htm> Occupational Outlook Quarterly Online

<http://www.careers.org/> Job search & career education resource center

<http://www.petersons.com/careered/> Free web resume and samples

<http://www.usajobs.opm.gov/> Official job site of the US Federal Government

<http://www.state.gov/employment/> US Dept. of State Employment site

[http://www.jobweb.com/Resumes\\_Interviews/default.htm](http://www.jobweb.com/Resumes_Interviews/default.htm) Jobweb information on resumes and interviewing

<http://www.hsph.harvard.edu/careers/guide-interview.html> Harvard School of Public Health Career Services Guide web site

## Videos and Media

*Videos are located in the Media Services department on the first floor of the library.*

Power Interviewing Skills: Both Sides of the Desk, Strategies for the Interviewee [Videorecording]. Produced by Cambridge Educational. Charleston, WV: Cambridge, 1999. **BF637 .I5 P87 1999**

Resumes and Cover Letters Program 1, Basic Layout [DVD]. Classroom Ed. [S.I.]: Cerebellum, 2004. **HF5383 .R471 2004**

Resumes and Cover Letters Program 2, Basic Layout [DVD]. Classroom ed. [S.I.]: Cerebellum, 2004. **HF5383 .R472 2004**