

**Career Sources
University/College Library
Broward Community College, Central Campus**



Career Information

Career Information Center. REF Career HF 5381 .C625 I43

Thirteen volumes are arranged by general occupational areas, such as health, transportation, or recreation, so that one can browse through all the careers in that area. Each volume has an index, and there is a general index in volume 13.

College Majors and Careers. REF HF 5382.5 .U5 P445 2000

Sixty college majors with careers each major commonly leads to; skills and personality traits best suited for those careers, degree requirements, and resources for more information.

Enhanced Guide for Occupational Exploration. REF HF 5382.5 .U5 C65 1993

Descriptions of skills, abilities, academic and physical requirements, work environment, salary, and outlook. Arranged by 12 major groupings based on interest factors and further subdivisions into work groups and subgroups.

The Encyclopedia of Careers and Vocational Guidance.

REF Career HF 5381 .E52 2003

Evaluates 26 major industries, including data on industry histories, structures, career paths, and outlook. The other volumes provide details on specific jobs (whether professional, managerial, clerical, technical, or other), including education and training requirements, employment outlook, earnings, and work conditions.

Jobs Rated Almanac. REF Desk

Lists 250 of the best and worst jobs, rates and ranks them, and lets you browse through sections on work environment/job description, income, outlook, physical demands, security, stress, travel opportunities, and "extras."

Major Resource Kits.

<http://www.udel.edu/CSC/mrk.html>

Authored by the University of Delaware, the Major Resource Kits link academic majors to career alternatives by providing information on career paths, sample job titles, and a short bibliography of materials.

Occupational Outlook Handbook. REF DESK

Current edition also available at <http://www.bls.gov/oco/>. Presents more than 200 different occupations that encompass nearly 90 percent of jobs in the U.S. economy. Each job description contains vital information so you can make an informed choice, including: nature of the work; working conditions; employment training, other qualifications, and advancement; job outlook; earnings; and related occupations

Planning Job Choices. REF HF 5382.5 .U5 P552

Features articles on where to start job searching, using the Internet for job searching, resume writing, company research, salary expectations, and job market.

What Color is Your Parachute? A Practical Manual for Job Hunters and Career Changers. REF HF 5382.7 .B64

The formula for finding the right job consists of two questions: What do you want to do? Where do you want to do it? This is a good companion for those just starting out in the "real world" as well as for those who are thinking seriously about a career change.

What Can I Do with a Major In...?

<http://www.utexas.edu/student/careercenter/careers/index.html>

Online versions of the University of Texas Career Center handouts that list specific job titles relating to various majors. A good link to visit - very thorough.

<http://www.rc.net/orange/rosary/counseling/major.htm>

An excellent group of resources provided by Bell Atlantic Information Systems, the University of Virginia, Peterson's and University of North Carolina "What Can I Do With A Major In..?"

<http://www.uncwil.edu/stuaff/career/Majors/>
www.ashland.edu/cardev/cdc/cardev/resources/majors/

This site from Ashland University in Ohio, provides a list of majors, accompanying careers and a wealth of links related to those careers.

Job and Employer Hunting

Adam's Jobs Almanac. REF HF 5382.75.U6 A33

The Adams Jobs Almanac gives you a competitive edge – with up-to-date, comprehensive information – to help you get the job you really want. In this book you will find information on companies in America's fastest growing industries.

The Almanac of American Employers. Ref Desk

A guide to 500 of the largest and most successful corporations in America. Source includes information on growth of company, treatment of employees, salaries, benefits, pension plans, etc., for each company.

D & B Regional Business Directory: Miami, Fort Lauderdale, West Palm Beach.

Ref Desk

Identify and search prominent public and private companies within your region. Organized alphabetically, by SIC code, and by geographic location.

The Guide to Internet Job Searching. HF 5382.7 .R557

Harness the Internet's powerful research capabilities updated to include the latest online job searching techniques. Anyone with a computer can benefit from the power of on-line bulletin boards, job listings, recruiters, discussion groups, and resume posting services.

Job Seekers Guide to Private and Public Companies. REF HD 5382.75 .U6 J634 1994

Detailed profiles on 17,000+ U.S. companies. Quick and easy access through geographic arrangement and company name and industry indexes.

Peterson's Job Opportunities. Business. REF HF 5382.5 .U5 B88

Features facts about the entry-level jobs, company products and services, the academic backgrounds needed, locations by city and state, contact information, and more.

Peterson's Job Opportunities. Engineering and Computer Science. REF TA 157 .P445

Features facts about the entry-level jobs, company products and services, the academic backgrounds needed, locations by city and state, contact information, and more.

South Florida Business Journal Book of Lists. REF Desk
Listing of South Florida's major employers, grouped by industry and ranked by income.

USA Jobs. Office of Personnel Management, U.S. Government.
<http://www.usajobs.opm.gov/>
Searchable collection of job openings compiled by the U. S. Office of Personnel Management.

Resumes and Cover Letters

201 Killer Cover Letters. HF5383 .P63 2003

101 Best .com Resumes and Cover Letters. HF5383 .B532 2001

The Everything Get-a-job Book: from Resume Writing, to Interviewing, to Finding Tons of Job Openings. HF5382.7 .G69 2000

The Quick Resume & Cover Letter Book: Write and Use an Effective Resume in Only One Day. HF5383 .F32 2000

The Resume Kit. HF5383 .B33 2000

Interviewing

Help! My Job Interview is Tomorrow! How to Use the Library to Research an Employer.
HF 5381 .T26 1991

Interview Magic: How to Pass Through the Interview Process in One Piece.
<http://www.veriworks.com/info/SeekerResInt.asp>

Interviewing. A Practical Guide for Students and Professionals
HF 5549.5 .I6 H57 2000

Your First Interview. HF 5549.5 .I6 F76 1991

Your First Interview: for Students and Anyone Preparing to Enter Today's Tough Job Market. HF 5549.5 .I6 F76 2002

Salaries

The American Almanac of Jobs and Salaries. REF Desk
Commentary and tables about all types of jobs from celebrities to contingent workers

American Salaries and Wages Survey. REF Desk
A compilation of occupations and salaries reported on national, state, MSA and city levels. Employment projections for the year 2005 are also included.

Bureau of Labor Statistics <http://www.bls.gov>
The BLS Web site provides many statistics and surveys about salaries, benefits, and working conditions in the U. S. and some other countries.

JobSmart: Salary Information. California Public Libraries.
<http://jobsmart.org/tools/salary/index.htm>
Provides citations and links to salary surveys, tables, and articles on salary negotiation.

Salary Calculator. The Homebuyer's Fair
<http://www.homefair.com/homefair/cmr/salcalc.html>
Calculates differences between salaries in cities worldwide.

Salary.com. Salary Wizard <http://www.salary.com/salary/>

The Salary Wizard found at this site can be used to retrieve base salaries plus total compensation for x jobs. Salary information can be retrieve by zip and state/metro area. Brief position descriptions for each job give the requirements and expectations for the individual listings. The Salary Report includes figures for low, median, and high ranges.

World Wide Web

America's Job Bank. The Public Employment Service. <http://www.ajb.dni.us/>

Contains a searchable collection of all types of job openings around the country, primarily in the private sector, developed by a network of state employment services. Includes a link to America's Career InfoNet (<http://www.acinet.org>), which gives employment outlook for various occupations, demographic data for states, and a Career Resource Library with career planning sources.

Career Guide to Industries. <http://www.bls.gov/oco/cg/home.htm>

Provides information on available careers by industry, including the nature of the industry, working conditions, employment, occupations in the industry, training and advancement, earnings and benefits, employment outlook, and lists of organizations that can provide additional information.

Career Magazine. <http://www.careermag.com/>

Provides job postings, ability to post a resume, employer profiles, and articles about job hunting and diversity on the job. Also includes links to job fair information and other career related sites.

Career Mosaic. <http://www.careermosaic.com/>

Includes searchable job postings, employer profiles, ability to post a resume, and online job fair information for both the U. S. and abroad. Maintains collection of links to Web sites on resume writing, salary information, and market trends.

Career Resource Center. <http://www.careers.org/>

This metasite serves as a large index of career related Web sites by providing links to job postings, employers, and career services.

College Grad Job Hunter. <http://www.collegegrad.com/>

Contains the complete 1998 edition of *College Grad Job Hunter: Insider Techniques and Tactics for Finding a Top-Paying Entry Level Job* by Brian Krueger. Includes everything from cover letters to once you get your job. Students can submit questions to be answered by Krueger.

FedWorld. <http://www.fedworld.gov/jobs/jobsearch.html>

U. S. Government Federal Job Search Homepage.

JobWeb. National Association of Colleges and Employers. <http://www.jobweb.org/>

Provides searchable job postings and employer profiles. Catapult section has numerous links to career planning and job search-related sites. Contains issues of *Job Choices Online*, a magazine on careers and job searching for college students.

The Monster Board. <http://www.monster.com/>

International in scope, provides searchable job postings and employer profiles, information on job fairs, career advice, and material on housing and relocating.

Monster Campus.
<http://campus.monster.com>

Provides guidance for writing resumes, cover letters, and other correspondence, interviewing, networking, and other areas of finding a job.

O*Online. <http://online.onetcenter.org/>

Supplies basic information about careers and the skills they require.

The Riley Guide. Margaret F. Dikel, Compiler. <http://www.rileyguide.com>

Annotated list of Web sites covering resumes, job postings, information for special groups, and other aspects of employment. Provides a good overview of how to use the Internet as part of the career planning process.

Wet Feet. <http://www.wetfeet.com/research/careers.asp>

Features careers and industries. Also provides transcripts of interviews with people representing various careers.

Don't forget to visit the Career Collection on the first floor (behind the elevators) to find books about specific careers.....

Jennifer Madden 11/04