

**JOBS AND CAREERS
BOOKLIST
2010**

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JOBS AND CAREERS BOOKLIST
REFERENCE

Ref 331.702
Encyclopedia Encyclopedia of careers and vocational guidance, 12th edition. Ferguson Publishing, 2005.

CAREER INFORMATION

331 Camenson Camenson, Blythe. Great jobs for liberal arts majors, 3rd edition. McGraw-Hill, 2008.

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331 Career Career information center: communications and the arts, 9th edition. Butterick, 2007.

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331 Career Career information center: consumer, homemaking and personal services, 9th edition. Butterick, 2007.

331 Career Career information center: engineering, science, technology, and social science, 9th edition. Butterick, 2007.

331 Career Career information center: health, 9th edition. Butterick, 2007

331 Career Career information center: hospitality and recreation, 9th edition. Butterick, 2007.

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- 331 Career Career information center: public & community service, 9th edition. Butterick, 2007.
- 331 Career Career information center: transportation, 9th edition. Butterick, 2007.
- 331 Career Career information center: employment trends and master index, 9th edition. Butterick, 2007.
- 331 Careers Careers in focus: advertising and marketing. Ferguson Publishing, 2009.
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- 331 Careers Careers in focus: coaches & fitness professionals. Ferguson Publishing, 2004.
- 331 Careers Careers in focus: computer and video game design. Ferguson, 2005.
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- 331 Careers Careers in focus: nursing, 2nd edition. Ferguson Publishing, 2006.
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- 331 Careers Careers in focus: retail. Ferguson Publishing, 2007.
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- 331 DeGalan DeGalan, Julie. Great jobs for foreign language majors, 3rd edition. McGraw-Hill, 2007.
- 331 Lambert Lambert, Stephen E. Great jobs for criminal justice majors, 2nd edition. McGraw-Hill, 2007.
- 331 Lambert Lambert, Stephen E. Great jobs for sociology majors, 3rd. edition. McGraw-Hill, 2009.
- 331 Lambert Lambert, Stephen E. Great jobs for business majors, 3rd edition. McGraw-Hill, 2009.
- 331 Lambert Lambert, Stephen E. Great jobs for history majors, 3rd edition. McGraw-Hill, 2008.

- 331.702 Shatkin Shatkin, Lawrence. The 150 best jobs through military training. JIST Works, 2009.
- 373.18 Fireside Fireside, Bryna J. Choices for the high school graduate: a survival guide for the information age, 4th edition. Checkmark Books, 2005.
- 383.4973 Damp Damp, Dennis V. Post office jobs: explore and find jobs; prepare for the 473 postal exam, and locate all job opportunities, 5th edition. Bookhaven Press LLC, 2009.
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- 658.4 Han Han, Peter. Nobodies to somebodies: 100 leaders talk about getting started. Portfolio, 2004.
- 794.8 Salzman Game creation and careers: insider secrets from industry experts. New Riders, 2004.
- CAREER CHANGES**
- 248.88 Holmes Holmes, Darren H. Career transitions: a faith-based approach. Right Attitude Pub., 2008.
- 331.702 Gregory Gregory, Michael. The career chronicles: the insider's guide to what jobs are really like, the good, the bad and the ugly from over 750 professionals. New World Library, 2008.
- 331.702 Piven Piven, Joshua. The escape artists: true stories of people who turned their obsessions into professions. McGraw-Hill, 2007.
- 650.14 Bolles Bolles, Richard Nelson. What color is your parachute?: a practical manual for job hunters and career changers. Ten Speed Press, 2010.

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650.14 Sammons Sammons, Mary Beth. Second acts that change lives: making a difference in the world. Red Wheel/Weiser LLC, 2009.

JOB HUNTING

025 Weddle Weddle, Peter. Weddle's directory of employment-related internet sites 2007/8: for recruiters & human resources professionals, job seekers and career activists Weddle's, 2007/2008.

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- 650.14 Ryan Ryan, Daniel. Job search handbook for people with disabilities, 2nd edition. JIST Works, 2004
- 650.14 Schepp Schepp, Brad. How to find a job on LinkedIn, Facebook, MySpace and Twitter, and other social networks. McGraw-Hill, 2010.
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JOB INTERVIEWING

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- 650.14 Richardson Richardson, Bradley G. Career comeback: 8 steps for or getting back on your feet when you're fired, laid off, or your business venture has failed—and finding more job satisfaction than ever. Broadway Books, 2004.

JOB STRESS

- 158.7 Viscusi Viscusi, Stephen. On the job: how to make it in the real world of work. Three Rivers Press, 2002.
- 306.3 Crulla Crulla, Joanne. Working life. Times Books, 2000.
- 650.1 Gordon Gordon, Joanne. Be happy at work: 100 women who love their jobs and why. Ballantine Books, 2005.
- 658.4 Herbold Herbold, Robert J. The fiefdom syndrome: the turf battles that undermine careers and companies-and how to overcome them. Bantam Dell Publishing, 2004.

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Indiana Career Connect: <https://www.indianacareerconnect.com/>
The most comprehensive source of Indiana job openings.

America's career infonet: www.acinet.org
Find wage and employment trends and occupational requirements state by state.
State information on specific careers available along with career videos.
Sponsored by the U.S. Department of Labor.

Career builder: www.careerbuilder.com
Search the “Help Wanted” database by job, category, newspaper, or keyword.

Career guide to industries: www.bls.gov
This site reviews working conditions, available careers, and links to career preparation.

Career journal: www.careerjournal.com
Free site from the Wall Street Journal for executives

The career key: www.careerkey.org/
A free service to help you with career choices, changes and planning. Free career tests.

Hot Jobs: <http://hotjobs.yahoo.com>
Yahoo’s job search site-can build and upload your resume. Includes career articles. Must get a Yahoo account.

Indeed: www.indeed.com Advertises itself as “one search, all jobs”.

Jobweb: www.jobweb.com
Includes career development and job search advice for new graduates. You can research larger employers.

Learn more resource center: www.learnmoreindiana.org
Career and education information for Indiana and the world, includes college profiles.

Monster trak: www.monstertrak.com
Connects employees with college students, recent graduates, and career centers.

O’Net online: online.onetcenter.org
An occupational information network. Created by the Department of Labor.

Online career center: www.monster.com
Job listings from thousands of companies throughout the U.S. Now has information on degree and scholarship programs, including online classes.

The Riley guide: www.rileyguide.com
Guides you through many online sites and services that are useful to your job search. Specializes in nonprofits.

Salary.com: www.salary.com
This site calculates job benefits and cost of living differences between cities plus much more. Skip the advertisement.