
CAREER DISCOVERY RESOURCES

REFERENCE BOOKS

FINDING A CAREER

The Almanac of American Employers – REF HF 5382.75. U6 A45 2003 This book serves as a guide to the best, fastest growing companies to work for in America.

America's Top 100 Jobs for People Without a Four-Year Degree: Great Jobs with a Promising Future – REF HF5382.75.U6 K716 2005 Identifies jobs for non-college graduates in a variety of industries and occupational fields, including medicine and health care, government and law, business and sales, and engineering and technology.

AmeriCorps : Serve Your Country and Pay for College – REF HD 4870. U6A54 1996 This resource provides listings for hundreds of AmeriCorps programs across the United States.

Best Jobs for the 21st Century – REF HF5381.15. F37 2004 Lists jobs with the best pay, fastest growth and most openings. It includes a list of the 65 “best jobs” and over 500 job descriptions.

College Majors Handbook with Real Career Paths and Payoffs: The Actual Jobs, Earnings, and Trends for Graduates of 60 College Majors REF HF5382.5.U5 F644 2004 Gives comprehensive analysis of the activities and job outlook on careers within the medical sciences, business and administration, education, engineering, humanities and social sciences, natural sciences and technology.

Cyberspace Job Search Kit : The Complete Guide To Online Job Seeking And Career Information – REF HF5382.7 .N448 2001 Use this resource to learn the basics of Internet job searching, how to prepare and submit resumes online and how to use the Internet to gather career advice and salary information.

Encyclopedia of Careers and Vocational Guidance – REF HF5381 .E52 2003 This four-volume set provides detailed descriptions of various professions as well as information on educational requirements, work environment, earnings and the history of the profession.

The Minority Career Guide : What African Americans, Hispanics, and Asian Americans Must Know to Succeed in Corporate America – REF HF5382.5 .U5 K37 1993 This resource addresses issues of cultural diversity, affirmative action as well as advice on how to launch and maintain a successful career.

Occupational Outlook Handbook – REF HF5381 .U622004-05 Published by the U.S. Department of Labor, this book provides detailed information about specific jobs, grouped by category.

Professional Careers Sourcebook : Where to Find Help Planning Careers that Require College or Technical Degrees – REF HF5382.5.U5 P76 1996 This book provides information on planning resources geared toward careers that require college degrees or specialized education.

SPECIFIC CAREER AREAS

Career Opportunities in...

The Automotive Industry – REF HD9710.A2 K46 2005

Aviation and the Aerospace Industry – REF HD8039.A23 E285 2005

Computers and Cyberspace – REF QA76.25 .H46 2004

Education – REF LB1775.2 .E33 2001

The Fashion Industry – REF TT507 .V63 2002

Health Care – REF R690 .F54 1997

The Music Industry – REF ML3795 .F497 2004

Radio – REF HE8689.4 .F54 2004

Science – REF Q147 .E24 2003

This series, from Checkmark Books, profiles specific jobs in a variety of fields.

The Harvard Business School Guide to Careers in Finance – REF HG65 .F56 2000 This resource includes information on career paths, company profiles and resources for those interested in financial careers.

Health Professions Career and Education Directory – REF R847 .D57 2005-2006 Provides information on health-related professions, plus listings of accredited educational programs in the U.S., Puerto Rico, and some Canadian provinces.

Paralegal Career Guide – REF KF320.L4 E77 1996 This book presents the pros and cons of becoming a certified paralegal in addition to information on job searching and career opportunities.

CERTIFICATION AND LICENSING

Certification and Accreditation Programs Directory – REF HD 3630.U7 C47 1996 This is a descriptive guide to national voluntary professional certification and accreditation programs.

Professional And Occupational Licensing Directory – REF HD3630.U7 P76 This resource is a guide to state and federal licensing, registration and certification requirements for various professions.

Teacher Certification Requirements: All Fifty States – REF LB1771 .G62 2004-2005 Provides certification requirements for elementary, middle and secondary teachers as well as for counselors, principals and superintendents.

ELECTRONIC JOURNALS

Career Journal.com <http://www.careerjournal.com/> This site is provided by the Wall Street Journal and offers advice on preparing for the job hunt, job postings in addition to salary and hiring information.

Employment Serials <http://www.ipl.org/div/serials/browse/bus31.00.00/> Provided by the Internet Public Library, this site offers career resources for individuals searching for employment.

Occupational Outlook Quarterly Online <http://stats.bls.gov/pub/ooq/ooqhome.htm> OOQ Online provides practical information on jobs and careers in addition to articles that cover a wide variety of career and work-related topics.

WEB SITES

America's Job Bank <http://www.ajb.org/> This site allows you to search for jobs across the country, post your resume online or create a cover letter. It also allows you to set up an automated search to find jobs and have the results e-mailed to you.

Career Services Center http://www.dyc.edu/student_life/career_services.asp The Career Services Center at D'Youville College is committed to providing assistance to those preparing for the job market both before and after graduation.

Job-Hunt.Org <http://www.job-hunt.org/> This is an international online job search guide. The site provides information about how to effectively search for employment online, choosing, evaluating and using job sites and creating a resume.

Monster.com <http://www.monster.com/> Includes a multi-purpose job search database, career advice, and resume-posting service. The site also allows you to set up an automated search to find jobs and have the results e-mailed to you.

New York State Department of Labor <http://www.labor.state.ny.us/> Provides information about working in New York State, the labor market and other topics of interest.

O*Net <http://online.onetcenter.org/> Find information about occupations by searching keywords, listing your skills, or browsing job families. Provides extensive summary reports for hundreds of careers.

Occupational Outlook Handbook <http://www.bls.gov/oco/> Provided by the U.S. Department of Labor, this site allows you to research specific jobs by title.

Salary Calculator <http://homestore.com/move/tools/salarycalc.asp?poeh=homestore> Determine what salary will be necessary to match the cost of living in your desired city.