

Subject Guide to Job Hunting

The sources listed below can be useful in beginning your job search, writing your resume, and preparing for an interview. Also, use the online catalog to find books from the general collection, especially more specialized sources on specific careers and other resume books. Call numbers for the books are provided in each citation.

Selected Reference Books

- 📖 **50 Best Jobs for Your Personality.** [HF 5381.15 .F3618 2005 Ref.] This book contains 300 job descriptions for six personality types.
- 📖 **Encyclopedia of Career Development.** [HF 5381 .E5165 2006 Ref. 2 volumes] This encyclopedia provides thorough entries on various career-related topics, such as “career strategy” and “job search.”
- 📖 **Encyclopedia of Careers and Vocational Guidance.** [HF5381 .E52 2005 Ref 5 volumes.] This five volume set contains career guidance information, career field profiles, and career articles.
- 📖 **Gallery of Best Cover Letters.** [HF 5383 .N618 2004 Ref.] This book contains over 300 sample cover letters and 23 resumes.
- 📖 **Gallery of Best Resumes.** [HF 5383 .N62 2004 Ref.] This book contains almost 200 sample resumes and thirty cover letters.
- 📖 **Guide to College Majors: Everything You Need to Know to Choose the Right Major.** [LB2361 .G85 2004 Ref.] This book has information pertaining to college majors and finding a job.
- 📖 **Occupational Outlook Handbook.** [HF5381.A1 O36 2010-11 Ready Ref.] This reference book lists the jobs held by 85 percent of Americans with information on growth projections, salaries, necessary education and training, and the nature of the work involved.
- 📖 **O*NET Dictionary of Occupational Titles.** [HB2595 .O16 2004 Ref] This book contains over 1,100 job descriptions for various occupations such as landscape architecture, occupational therapists, and engineers.

Selected Databases

- 📖 **Business Source Complete** [EBSCOhost] ^{Off-Campus Full-Text} Covers all areas of business and economics from over 11,000 journals and magazines and includes author profiles and company reports.
- 📖 **Vocational and Career Collection** [EBSCOhost] ^{Off-Campus Full-Text} Coverage of 350 journals and magazines geared towards those looking for career and vocational guidance.

Selected Web Sites

- 🌐 **Job-hunt.org.** [<http://www.job-hunt.org/>] On this Web site, you’ll find links to job sites, employers, job search networks, and other job-related information.
- 🌐 **Quintessential Careers.** [<http://www.quintcareers.com/jobhunt.html>] Where to go for all the tools needed for a successful career, or job search!
- 🌐 **USA Jobs.** [<http://www.usajobs.opm.gov/>] On this Web site, you can search for federal jobs. Descriptions of over 45,000 jobs are included.