

Finding information on . . .

CAREERS



This **subject guide** provides a starting point for locating information on this topic. For additional assistance, please ask at the **Reference Desk** located on the 1st floor of **Zahnow Library**.

Looking for Books? Search [CardCat](#) using these *suggested* **SUBJECTS**:

- [Careers](#)
- [Career Changes](#)
- [Job Hunting](#)
- [Occupations](#)
- [Professions](#)
- [Vocational Guidance](#)
- [Computer Science--vocational guidance](#)
- [Education--vocational guidance](#)
- [Mathematics--vocational guidance](#)
- [Medicine--vocational guidance](#)
- [Nursing--vocational guidance](#)
- [Applications for Positions](#)
- [Cover letters](#)
- [Employment Interviewing](#)
- [Resumes \(employment\)](#)

Here's a few books to get started ...

[What color is your parachute?](#) : a practical manual for job-hunters & career-changers / by Richard Nelson Bolles
3rd floor **Popular Reading Collection** (2005 ed.);
Reference (1st fl) & **General Collection** (4th fl)
HF5382.7.B64 1996

[Encyclopedia of careers and vocational guidance](#)
Reference (1st fl) **HF5391.E52 2003** (vol. 1-4)

[Succeeding at your interview](#): a practical guide for teachers / Rita S. Brause, et.al. 3rd floor **LB1780.B69 2002**
[Cover letters they don't forget](#) / Eric R. Martin, Karyn E. Langhorne 4th floor **HF5383.M29 1993 c.2**

[Resume writing](#): a comprehensive how-to-do-it guide / Burdette E. Bostwick 4th floor **HF5383.B57 1985**

[The Encyclopedia of career change and work issues](#) / edited by Lawrence K. Jones

Reference (1st floor) **HF5381.E516 1992**

[Occupational Outlook Handbook](#)
Reference (1st fl) **HF5381.A1 036 2004/05** also available online at <http://www.bls.gov/oco/>

Try searching [CardCat](#) using the following **TITLES**:

- [VGM career books](#)
- [VGM professional careers series](#)
- [VGM career horizons series](#)
- [VGM opportunities series](#)

Need Articles?

Begin with these *suggested* **DATABASES**:

NewsBank's, [NewsFile Collection](#)

This database will retrieve nationwide **full-text** newspaper articles. To begin, select CAREERS under the **ECONOMICS** subject heading located on the main screen of the database. Then, look for **TOPICS RELATED** to your **SEARCH** in the right column on the results page, to narrow your search.

ProQuest's, [Research Library Database](#)

This database provides extensive coverage of multiple subject areas displaying results as **full-text, full-image, text + graphics** or as an **abstract & index entry**. It includes newspapers, magazine, and journal articles. Use some of these subject search terms:

Occupational choice	Career advancement
Career development planning	Career changes
Career preparation	Careers

FirstSearch's, [WilsonSelect Plus Database](#)

This database provides full-text, PDF articles. Use the suggested terms below as DESCRIPTOR (not keyword) searches. A descriptor is similar to a subject heading, and often you may search a descriptor as a subject.

Employment interviewing

Vocational guidance--informational resources

Job hunting

Resumes (Employment)

Videos to view . . .

You may view these videos in the Zahnow Library or check them out at the library's circulation desk. The LOAN PERIOD for students is 7-days; faculty and staff are allowed 2-weeks. Videos, DVDs, and CDs are located on the first floor of Zahnow Library--near the Reference Desk.

[Informational interviewing: a foot in the door](#)

AV-Videos HF5549.5.I6 I54 1996

[Career exploration: using the Internet](#)

AV-Videos HF5382.U5 C36 1996

[How to find and keep a job](#)

AV-Videos HF5382.7.h68 1996

[Melvin J. Zahnow Library](#)

7400 Bay Road • University Center, MI 48710
August 2005 • kmkroll@svsu.edu