



GET A JOB

Career Resources Available at the **Library**

Susan Hurst hurstsj@muohio.edu

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There are many resources for career planning and job search materials available at Miami. The University has an **Office of Career Services** in Hoyt Hall on the Western Campus (<http://www.units.muohio.edu/careers/students/>). They have an extensive print library of career books as well as an array of career services, including career fairs, on-campus interviews, internships, career advising, etc. There is also the **Career Exploration and Testing Center (CETC)** in the Health Services Center (http://www.units.muohio.edu/saf/scs/career_exploration_testing/index.php) which offers career self-assessments, assessment tests, and an online career library (http://www.units.muohio.edu/saf/scs/career_exploration_testing/library.php).

Many of the books listed below are available in these two places as well as the locations listed on this handout. Also note that these materials are found in various libraries on campus (e.g. science career materials are in the Science library). And that some items maybe in specialized locations within the libraries, such as **Reference**. Since many of these items are in the circulating collections, they also may be checked out at any given time. **Please check for availability by looking up the individual title in the library catalog** (<http://www.lib.muohio.edu/>).

If you have trouble locating any of these items or want to locate additional materials, please contact the appropriate library's **Information desk (King 9-4141, Science 9-7201, Art/Arch 9-6638, and Music 9-2299)**

General Career Planning Materials

250 Best-Paying Jobs King Reference HF 5382.5.U5 F366 2007

50 Best Jobs for Your Personality King Library HF 5381.15 .F3618 2005

200 Best Jobs For College Graduates King Reference HF 5381 .F4563 2006

100 Fastest-Growing Careers King Reference HD 5723 .A73 2006

America's Top 101 Jobs for College Graduates King Reference HD 6278. U5 A64 2005

Best Entry-Level Jobs King Reference HF 5382.7 .L54 2006

The Big Book of Jobs King Reference HF 5382.5.U5 B53 2005/06

The Career Guide for Creative and Unconventional People King Library HF 5381 .E485 2007

Career Information Center King Reference HF 5382.5.U5 C32 2007 v.1-13

College Majors: a Complete Guide from Accounting to Zoology King Library LB 2390 .L43 2007

The Encyclopedia of Careers and Vocational Guidance King Reference HF 5381 .E52 2005 v.1-5

Guide to College Majors King Reference LB 2361.5 .G87 2007

Handbook of Career Planning for Students with Special Needs King Library HV 1568.5 .H36 2003

Lavender Road to Success: the Career Guide for the Gay Community King Reference HD 6285 .S693 2003

Occupational Outlook Handbook King Reference HF 5381.A1 O36 2006/7

Princeton Review Guide to Your Career King Reference HF 5382 .P755 2006

The Right Job, Right Now: the Complete Toolkit for Finding Your Perfect Career King Library HF 5381 .S883 2007

So What Are You Going To Do With That? Finding Careers Outside Academia King Library HF 5382.7 .B374 2007

Taking Charge of Your Career Direction King Library HF 5381 .L59 2005

Top 100 Careers for College Graduates: Your Complete Guidebook to Major Jobs in Many Fields King Library HF 5382.5.U5 F374 2007

Top Careers for Liberal Arts Graduates King Reference HF 5382.5.U5 T674 2004

What Do I Like to Do? : 101 Activities to Identify Interests and Plan Careers King Library LC 1037.5 .W35 2005

Work and disability: Issues and Strategies in Career Development and Job Placement King Library HD 7256.U5 W67 2003

Résumés, Cover Letters, & Job Search Techniques

Best Resumes for College Students and New Grads King Reference HF 5383 .K867 2006

Cover Letter Magic: Trade Secrets of Professional Resume Writers King Reference HF 5383 .E4787 2007

Create Your Digital Portfolio: the Fast Track to Career Success King Library HF 5383 .A45 2006

Designing the Perfect Resume King Library HF 383 .C74 2006

E-résumés: a Guide to Successful Online Job Hunting King Library HF5383 .C744 2005

Guerrilla Marketing for Job Hunters: 400 Unconventional Tips, Tricks, and Tactics for Landing Your Dream Job King Library HF 5382.7 .L465 2005

Job Search: Marketing Your Military Experience King Library HF 5382.75.U6 H46 2004

Job Seeker's Online Goldmine: a Step-By-Step Guidebook to Government and No-Cost Web Tools King Reference HF 5382.7 .W347 2006

Resumes for Business Management Careers King Reference HF 5383 .V46 2007

Resumes for Education Careers: Includes Sample Cover Letters King Reference HF 5383 .R436 2005

Resumes for Engineering Careers: With Sample Cover Letters Science Lib TA 157 .R47 2006

Resumes for First-Time Job Hunters: With Sample Cover Letters King Library HF 5383 .R4376 2005

Resumes for High Tech Careers: With Sample Cover Letters King Reference HF 5383 .R44 2004

Resumes for Sales and Marketing Careers: With Sample Cover Letters King Reference HF 5383 .R45 2005

The Unwritten Rules of the Highly Effective Job Search King Reference HF 5382.75.U6 P483 2006

Interviewing

101 Great Answers to the Toughest Interview Questions King Library HF 5549.5.I6 F75 2007

24 Hours to the Perfect Interview King Library HF 5549.5.I6 D448 2004

Don't Blow the Interview: How to Prepare, What to Expect, and How to React King Reference HF 5549.5.I6 F47 2006

How to Interview Like a Top MBA King Reference HF 5549.5.I6 L42 2004

Sweaty Palms: the Neglected Art of Being Interviewed King Library HF 5549.5.I6 M35 2005

Win 'Em Over! Get Hired! : Job Interviews That Produce Job Offers King Library HF 5549.5.I6 J375 2007

You've Got The Interview, Now What? : Fortune 500 Hiring Professionals Tell You How to Get Hired King Reference HF 5549.5.I6 G76 2005

BOOKS FOR SPECIFIC CAREERS

Academia

The American Faculty: the Restructuring of Academic Work and Careers King Library LB 2331.72 .S36 2006

The Chicago Guide to Your Academic Career: A Portable Mentor for Scholars from Graduate School through Tenure King Library LB 1778 .G63 2001

The Compleat Academic: A Career Guide King Library H 62 .C584824 2004

How To Prepare Your Curriculum Vitae King Reference HF 5383 .J24 2003

Make Money Teaching Online : How to Land Your First Academic Job, Build Credibility, and Earn a Six-Figure Salary King Library LB 1780 .B33 2007

On the Market: Strategies For a Successful Academic Job Search King Library LB 1778 .B37 2007

What Else You Can Do With A Ph.D.: A Career Guide for Scholars King Library HF 5382.5.U5 S425 2001

Arts & Architecture

Art That Pays: The Emerging Artist's Guide to Making A Living King Library PN 1584 .S52 2004

The Back Stage Guide To Working In Regional Theater: Jobs For Actors And Other Theater Professionals King Library PN 2074 .V65 2007

Becoming a Graphic Designer: a Guide to Careers in Design ArtArch NC 1001 .H45 2006

Becoming a Product Designer: a Guide to Careers in Design Science Lib TS 171 .H345 2004

Becoming an Architect: a Guide to Careers in Design ArtArch NA 1995 .W35 2006

Beyond Talent: Creating a Successful Career in Music Music Library ML 3795 .B42 2005

Beyond The Baton: What Every Conductor Needs To Know Music Library ML3795 .W54 2007

Building Design Portfolios: Innovative Concepts for Presenting Your Work ArtArch NC 1001 .E48 2006

The Business of Theatrical Design King Library PN 2086 .M66 2002

Career Opportunities in the Music Industry Music Reference ML 3795 .F497 2004

Careers for Music Lovers & Other Tuneful Types Music Library ML 3790 .J65 2004

Careers for the Stagestruck & Other Dramatic Types King Library PN 1580 .M38 2004

The Complete Professional Audition: a Commonsense Guide to Auditioning for Musicals And Plays
Music Library MT 956 .C67 2005

Directory of Theatre Training Programs: Profiles of College and Conservatory Programs Throughout the United States King Reference PN 2078.U6 D56 2005/07

Experiencing Dance: From Student to Dance Artist King Library GV 1597 .S33 2005

Great Jobs for Music Majors Music Library ML 3795 .G74 2005

Letters to a Young Actor: a Universal Guide to Performance King Library PN 2055 .B78 2005

Making Your Living as a String Player Music Library ML 3795 .M34 2004

Mastering the Art of Performance: a Primer for Musicians Music Library ML 457 .G66 2006

Music Business Handbook and Career Guide Music Reference ML 3795 .B33 2006

Opportunities in Interior Design and Decorating Careers ArtArch Reference NK 2116 .B3 2002

Opportunities in Performing Arts Careers King Reference PN 1580 .B45 2001

Opportunities in Visual Arts Careers ArtArch Reference N6 505 .S34 2001

Photography Your Way: a career guide to satisfaction and success ArtArch TR 154 .D44 2000

Summer Theatre Directory King Reference PN 2289 .S8 2005

The Survival Guide to Architectural Internship and Career Development ArtArch NA 1995 .K56 2006

Business

Careers for Financial Mavens & Other Money Movers King Reference HG 181 .E285 2005

Careers in Advertising King Library HF 5827 .P378 2004

Career Opportunities in Banking, Finance, And Insurance King Reference HG 173 .F55 2007

Careers in Business King Reference HF 5382.5.U5 S66 2006

Careers in Focus. Financial Services King Library HG 173 .C285 2006

Careers in Focus. Public Relations King Library HD 59 .C365 2007

Careers in Focus. Retail King Reference HF 5429.29 .C37 2007

Career Opportunities in Advertising and Public Relations King Reference HF 5828.4 .F54 2006

Great Jobs for Accounting Majors King Reference HF 5616.U5 G643 2005

Great Jobs for Economics Majors King Reference HF 5382.5.U5 C25196 2007

The Inside Track to Careers in Real Estate King Library HD 1375 .R598 2006

Management Consulting: a Complete Guide to the Industry King Library HD 69.C6 B537 2002

Opportunities in Financial Careers King Library HG 181 .S84 2004

Opportunities in Human Resource Management Careers King Library HF 5549.2.U5 T73 2002

Opportunities in Marketing Careers King Reference HF 5415.35 .S73 2006

What Can You Do With A Major In Business? : Real People, Real Jobs, Real Rewards King Library HF 5381 .W436 2005

Communication

Action! : Establishing Your Career in Film & Television Production King Library PN 1995.9.P75 G64 2002

Opportunities in Broadcasting Careers King Library HE 8689.6 .E43 2005

Opportunities in Speech-Language Pathology Careers Science Lib RC 428.5 .L37 2007

Starting Your Career in Broadcasting: Working On and Off the Air in Radio and Television King Library PN 1990.55 .S36 2007

Top Careers for Communications Graduates King Reference P 91.6 .T67 2004

Culinary, Hospitality, & Travel

Opportunities in Culinary Careers Science Lib TX 911.3.V62 D66 2004

Opportunities in Event Planning Careers King Library GT 3405 .C35 2003

Opportunities in Hotel and Motel Management Careers Science Lib TX 911.3.V62 H46 2001

Opportunities in Travel Careers King Library G 155.5 .M55 2003

Education

Careers in Education King Library LB 1775.2 .E37 2004

The Definitive Guide To Getting A Teaching Job : An Insider's Guide To Finding The Right Job, Writing The Perfect Resume, And Nailing The Interview King Library LB 1780 .C474 2007

Change Your Career: Teaching As Your New Profession King Library LB 1775.2 .S73 2007

Inside Secrets of Finding a Teaching Job King Library LB 1780 .W37 2006

Job Hunting In Education: an Insider's Guide King Library LB 1780 .P36 2004

Marketing Your Educational Leadership Skills: How to Land the Job You Want King Library LB 2831.8 .D37 2002

Opportunities in Teaching English to Speakers of Other Languages King Library PE 1128.A2 C32 2007

Succeeding At Your Interview: a Practical Guide for Teachers King Library LB 1780 .B69 2002

What Can You Do With a Major In Education? : Real People, Real Jobs, Real Rewards King Library LB 1775.2 .H67 2005

Federal & Military Jobs

Guide to America's Federal Jobs: a Complete Directory of Federal Career Opportunities King Reference JK 692 .G85 2001

Opportunities in Government Careers King Library JK 716 .B386 2001

Opportunities in Military Careers King Library UB 147 .P37 2006

Post Office Jobs: how to get a job with the U.S. postal service King Library HE 6499 .D18 2003

International Opportunities

Careers in International Affairs King Library JZ 1238.U6 C37 2003

Careers in International Business King Library HD 2755.5 .H35 2003

International Jobs: where they are, how to get them King Reference HF 5549.5.E45 K63 2003

Opportunities in Foreign Language Careers King Library P 60 .R5 2005

Opportunities in Overseas Careers King Reference HF 5549.5.E45 C32 2005

Libraries and Information Science

Careers in Music Librarianship II: Traditions and Transitions Music Library ML 111 .C33 2004

A Good Match: Library Career Opportunities for Graduates of Liberal Arts Colleges King Library Z 682.2.U5 W38 2007

New On The Job: A School Library Media Specialist's Guide To Success King Library Z 682.4.S34 T66 2007

Opportunities in Library and Information Science Careers King Reference Z 682.2.U5 H453 2002

Straight From the Stacks: a Firsthand Guide to Careers in Library and Information Science King Library Z 682.35.V62 K36 2003

Medicine

Career Development for Health Professionals: Success in school and on the job Science Lib R 690 .H377 2006

Health Professions Career and Education Directory Science Ready Ref R 847.A1 D57 2005/06

Opportunities in Dental Care Careers Science Ready Ref RK 60 .K44 2001

Opportunities in Nursing Assistant Careers Science Lib RT 84 .F693 2000

Opportunities in Occupational Therapy Careers Science Lib RM 735.4 .A22 2007

Opportunities in Osteopathic Medicine Careers Science Lib RZ 341 .S23 2001

Opportunities in Paramedical Careers Science Lib R 697.A4 K32 2000

Opportunities in Physician Careers Science Lib R 729.5.S6 S84 2000

Opportunities in Physical Therapy Careers Science Lib RM 705 .K78 2006

The Profession of Dietetics: a Team Approach Science Lib RM 218.5 .P39 2006

Public Health: Career Choices That Make a Difference Science Lib RA 440.9 .T87 2006

Psychology

Careers in Psychology: Opportunities in a Changing World King Library BF 76 .K87 2004

Career Paths In Psychology: Where Your Degree Can Take You King Reference BF 76 .C38 2007

Great Jobs For Psychology Majors King Reference BF 76 .D44 2006

Insider's Guide to Graduate Programs in Clinical and Counseling Psychology King Reference RC 467.7 .I57 2006/07

Life As A Psychologist : Career Choices And Insights King Library BF 76 .O88 2006

Rewarding Specialties for Mental Health Clinicians : Developing Your Practice Niche Science Lib RC 440.8 .L57 2004

The Successful Therapist : Your Guide to Building the Career You've Always Wanted Science Lib RC 465.6 .K374 2005

What Can You Do With A Major In Psychology? King Library BF 76 .O53 2005

Your Career in Psychology : Clinical and Counseling Psychology King Library BF 76 .K875 2006

Your Career in Psychology : Industrial/Organizational Psychology King Library BF 76 .K88 2005

Sciences

Building a Successful Career in Scientific Research : a Guide For Ph.D. Students and Post-Docs
Science Lib Q 147 .D44 2006

Career Success In Engineering : a Guide For Students And New Professionals Science Lib TA 157
.B447 2007

Careers for Plant Lovers & Other Green Thumb Types Science Lib SB 50 .C35 2004

Careers with Animals : Exploring Occupations Involving Dogs, Horses, Cats, Birds, Wildlife, and Exotics Science Lib SF 80 .S48 2005

Great Jobs for Environmental Studies Majors Science Lib GE 60 .D44 2002

Great Jobs for Geology Majors Science Lib QE 34 .C36 2000

Job\$ in the Drug Industry : a Career Guide For Chemists Science Lib QD 39.5 .F75 2000

Landing Your First Job : a Guide For Physics Students Science Lib Q C29 .R45 2002

Opportunities in Biological Science Careers Science Lib QH 314 .W525 2004

Saving The Earth As A Career : Advice On Becoming A Conservation Professional Science Lib S 945
.H86 2007

So You Want to Start a Nursery Science Lib SB 118.5 .A83 2003

Success Strategies for Women in Science : a Portable Mentor Science Lib Q 130 .S83 2006

What Can You Do With a Major in Biology? : Real People, Real Jobs, Real Rewards Science Lib QH
314 .A88 2005

Who Wants To Be A Scientist? : Choosing Science as a Career Science Lib Q 147 .R68 2002

Social Sciences

Anthropology Career Resources Handbook King Library GN 397.5 .G993 2003

Anthropology in Practice : Building a Career Outside the Academy King Library GN 397.5 .N63 2003

Careers and the Study of Political Science : a Guide For Undergraduates King Library JA 88.U6 C27
2001

Careers for History Buffs & Others Who Learn From the Past King Library E 175 .C33 2002

Careers for Students of History King Library D 16.25 .H68 2002

Social Work

Careers in Social and Rehabilitation Services King Library HV 10.5 .G39 2001

Careers in Sociology King Library HM 51 .S8975 2004

I'm A People Person : a Guide to Human Service Professions King Library HV 10.5 .I4 2003

Opportunities in Gerontology and Aging Services Careers King Library HQ 1064.U5 W59218 2003

Opportunities in Social Work Careers King Library HV 91 .W56 2003

Social Work Career Development : a Handbook for Job Hunting and Career Planning King Library
HV10.5 .D63 2004

Sports, Leisure, Recreation, and Travel

- Administration for Exercise-Related Professions** King Library GV 713 .L36 2004
- Careers for Sports Nuts & Other Athletic Types** King Library GV 734.3 .H445 2004
- Careers in Focus. Sports** King Library GV 734 .C36 2004
- Certified Fitness Instructor/ Personal Trainer : Career Starter** King Library GV 481.4 .S83 2003
- Coaching : a Realistic Perspective** King Library GV 711 .S22 2005
- Football : Rising to the Challenge, the Transition From College to Pro** King Library GV959 .F57 2006
- Great Jobs for Physical Education Majors** King Library GV 365 .G54 2004
- Opportunities in Recreation and Leisure Careers** King Library GV 160 .J45 2006
- Opportunities in Sports and Fitness Careers** King Library GV 734.3 .H45 2003

Writing

- Careers in Writing** King Library PN 151 .C279 2001
- Career Opportunities in Journalism** King Library PN 4797 .B87 2007
- Great Jobs For English Majors** King Library HF 5382.7 .D43 2006
- Opportunities in Publishing Careers** King Library Z 471 .P3 2001
- Sportswriting : the lively game** King Library PN 4784.S6 F56 2001
- The Universal Journalist** King Library PN 4775 .R365 2007
- Writing.Com : Creative internet strategies to advance your writing career** King Library PN 142.5 .A53 2003
- Write To TV : Out of Your Head and Onto The Screen** King Library PN 1992.7 .C655 2007

Other Career Areas

- Careers in Child Care** King Library HQ 778.5 .E24 2001
- Careers in Focus. Personal Services** King Reference HD 9980.5 .C37 2007
- Careers Serving Families and Consumers** Science Lib TX 164 .S64 2000
- Fashion Buying** King Library HD 9940.A2 G68 2007
- Game Art : Creation, Direction, and Careers** Science Lib QA 76.76.C672 L55 2005
- A Guide to Careers in Community Development** King Library HN 90.C6 B754 2001
- How to Land Your First Paralegal Job : an Insider's Guide to the Fastest-Growing Profession of the New Millennium** King Library KF 320.L4 W34 2001
- Opportunities in Fund-Raising Careers** King Reference HV 41.2 .R69 2001
- What Can You Do With a Law Degree? : a Lawyer's Guide to Career Alternatives Inside, Outside & Around the Law** King Reserve KF 297 .A875 2004

ONLINE JOB SEARCH RESOURCES

The **Office of Career Services** also maintains their own library of career information as well as online job search resources at http://www.units.muohio.edu/careers/students/job_searchresources.shtml