GET A JOB

Career Resources Available at the Library

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


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


Résumés, Cover Letters, & Job Search Techniques

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

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


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

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 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

BOOKS FOR SPECIFIC CAREERS

Academia

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

Arts & Architecture

The Back Stage Guide To Working In Regional Theater: Jobs For Actors And Other Theater Professionals King Library PN 2074 .V65 2007
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
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
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
Summer Theatre Directory  King Reference PN 2289 .S8 2005

Business

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. 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
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
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


**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


**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


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

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 R 705 .K78 2006

Psychology

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


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


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

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


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


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 for History Buffs & Others Who Learn From the Past  King Library E 175 .C33 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 .J4 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

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


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](http://www.units.muohio.edu/careers/students/job_searchresources.shtml)