

# Careers & Employment



Where do you start? This pathfinder will lead you to selected reference books; circulating books; databases; and web sites as starting points. For additional assistance; consult Library faculty at Reference Desks.

## Reference Books

Find these and similar books on the shelves in our Reference area (near the Reference Desk).

### Careers

*The Encyclopedia of Careers and Vocational Guidance* (HF5381 .E52) Special Features: job requirements; who's hiring; work environments; advancement; earnings; and outlook.

*Occupational Outlook Handbook* (HF 5381 .U5 O25) Special Features: projections of occupational trends in the U.S.; list of fastest growing occupations; salary outlook and educational requirements for each profession. *This is also available as a database in the library!*

*Specialty Occupational Outlook: Professions* (HD 8038 .A1 S66) Special Features: lists by categories like service; marketing and sales; technicians; job title index.

*Specialty Occupational Outlook: Trade & Technical* (HF 5382.5 .U5 S594) Special Features: see description above.

*Plan For Tomorrow Today: A Guide to Careers & Occupations in Washington State* (HF 5382.5 U6 W2565) Special Features: list of internet sites; career search (a self assessment tool); education and training opportunities; suggestions for getting and keeping jobs.

*Jobs Rated Almanac* (HF 5382.5 .U5 K7)

*The Wall Street Journal Jobs Rated Almanac* (HF5382.5 U5 K7) Special Features: jobs with most employment growth; greatest potential income for beginners; security factors; jobs ranked by categories like money and stress.

*Peterson's Internships: The Largest Source of Internships Available* (L901.I66) Special Features: how internships benefit you; how to land internships; jobs listed by geography, field of interest, and education level.

### Employment

*How to Get a Job in Seattle/Portland* (HF5382.75 .U6 S453) Special Features: Covers entire Puget Sound area. 10 Step job search; networking tools; the killer interview; handling an new job.

*Job Hunter's Sourcebook: Where to Find Employment Leads and Other Job Search Resources* (HF 5382.7 .J62) Special Features: job hunter's guide to library sources; organized by professions & occupations; locations of job listings; networking information; career specific employment agencies; search firms.

*International Jobs: Where They are and How to Get Them* (HF 5549.5 .E45 I58) Special Features: starting the hunt at home; getting the job; international job market myths and realities.

*Kiss, Bow, or Shake Hands: How to do Business in Sixty Countries* (HF5389 .M67 1994)

### Companies

*International Directory of Company Histories* (HD2721 .I63) Special Features: histories & current facts about thousands of the world's leading companies. Each company entry is 3-5 pages and includes information on topics like founders; expansions & losses; labor/management actions; principal subsidiaries, divisions, & operating units; principle competitors; and significant milestones.

*Washington Business Directory* (HF5065 .W2 W23) Special Features: lists businesses by city; yellow page category; major employers; and SIC code.

*The Almanac of American Employers* (HF 5382.75 U6 A45) Special Features: 7 keys for job seekers; outlook by industry and occupation; annual sales and profits; index of companies for specific types of job seekers; industry codes; list of companies by region.

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## Circulating Books

Find these and similar books on the shelves of books that circulate (that you can take home).

### Careers

*Careers and Occupations: Looking to the Future* (HF5382.5.U5 C373) (Most recent edition in Reference.)

*Change Your Job, Change Your Life* (HF5382.5.U5 K69)

*How to Get a Job in 90 Days or Less* (HF5382.7 .D45 1995)

*VGM Careers for You Series* (call numbers vary) Special features: search for the title "VGM careers for you series" in our catalog to see specific titles like *Careers for bookworms & other literary types*; *Careers for car buffs & other freewheeling types*; *Careers for night owls & other insomniacs*; and many more! Ask at the Reference Desk for help finding these.

*Careers in Focus Series* (call numbers vary) Special features: search for the title "careers in focus" in our catalog to see specific titles like *Animal care*; *Education*; *Mechanics*; *Retail* and more! Ask at the Reference Desk for help finding these.

### Employment

*The Over-40 Job Guide* (HF5382.7 .P483)

*College Grad Job Hunter* (HF5382.7 .K78)

*Congratulations! You've Been Fired* (HF5549.5 .D55 K65)

*Job Hunting for Dummies* (HF5382.7 .M474)

### Résumés and Interviewing

*Cover Letters that Knock 'em Dead* (HF5383 .Y378) Special features: includes insider information (author teaches managers how to interview and hire) best-selling book in its category for more than ten years.

*Knock 'em Dead* (HF5549.5 .I6 Y37) Special features: guides you through the entire process of job seeking: writing résumés & cover letters, interview techniques, and negotiating salaries.

*Time for a Change* (HF5384 .B355)

## Web Sites

*FlipDog.com* <<http://www.flipdog.com/>> Special features: job listings; signup for email announcements about new jobs of interest to you; database of employer information; advice on job hunting, resumes & careers; salary surveys/calculators, relocation tools, networking opportunities, & training/testing tools.

### Careers

*Researching Careers Subject Starting Points* <<http://www.pierce.ctc.edu/Library>> Select "Internet Searching;" then "Subject Starting Points." Under "Student Resources" you'll see "Researching Careers."

*WOIS/ Career Information System* - can only be accessed from computers on campus. From <<http://www.pierce.ctc.edu/Library>>, select "Specialized Databases;" then "WOIS."

### Employment

*Finding Jobs Subject Starting Points* <<http://www.pierce.ctc.edu/Library>> Select "Internet Searching;" then select "Subject Starting Points." Under "Student Resources" is a category for Finding Jobs.

*Business/Management Subject Starting Points* <<http://www.pierce.ctc.edu/Library>> Select "Internet Searching;" then "Subject Starting Points." Under "Social Sciences" you'll see "Business/Management."

### Résumés and Interviewing

*Resume Samples Subject Starting Points* <<http://www.pierce.ctc.edu/Library>> Select "Internet Searching;" then "Subject Starting Points." Under "Student Resources" you'll see "Resume Samples."

Faculty at Pierce College Libraries are here to help with your research in person or by phone at 964-6555 (Fort Steilacoom) or 840-8302 (Puyallup). Stop by our web site <<http://www.pierce.ctc.edu/Library/>> for more information about our library or to use our library catalog and periodical indexes. 3/11/2004 kkells