

## Career and Job Search Resource Guide

---

[Periodical Indexes and Full-Text  
Databases](#)

[Careers and Occupations](#)

[Resumes, Cover Letters, Interviews](#)

[Students & Recent Grads - Finding  
Internships & Jobs](#)

[Finding Jobs](#)

[Selected Print References](#)

This guide provides selected career and job information resources in the Mildred F. Sawyer Library and on the Web. For specific book and periodical titles, check the [Suffolk University Library Catalog](#).

### **Periodical Indexes and Full-Text Databases**

#### [Academic Search Complete](#)

Academic Search Complete is an excellent general research database that covers a wide range of academic areas including career development, vocational guidance and occupational mobility. It provides indexing and abstracting with full-text access for with more than 5,500 periodicals. Coverage generally begins in 1980.

#### [Academic OneFile \(InfoTrac\)](#)

This database provides indexing and abstracting of 3,000 academic and popular journals covering a variety of academic fields including vocational guidance and career choice. Full-text provided for about 2,000 titles. Coverage begins in 1980.

## [LexisNexis Academic](#)

Our best database for online news, LexisNexis Academic provides full-text of local, national, and international newspapers.

## **Careers and Occupations**

### [Career Voyages](#)

<http://www.careervoyages.gov/>

Created by the U.S. Dept. of Education and the U.S. Dept of Labor, this website is a very good career exploration tool. It has sections on emerging fields and high growth industries, training and educational requirements for different occupations, and links to sources of financial support.

### [America's Career InfoNet](#)

<http://www.acinet.org/acinet/default.asp>

A federal-state partnership produces this website which includes links to wages and occupational trends, demographic and economic information for individual states, and job market trends. The site also includes sections on career tools, testing and assessment, training and education, and videos "showing the types of work people do in nearly 550 careers."

### [JobHuntersBible.com](#)

<http://www.jobhuntersbible.com>

This website is a supplement to the well-known book [What Color is Your Parachute?](#) (HF5382.7 . B64). Covers all the essentials such as how to identify your dream job, where to look for job postings, and resume and interviewing tips.

### [CareerJournal.com](#)

<http://www.careerjournal.com/>

Includes relevant articles from *The Wall Street Journal*, industry trends, salary surveys, and job-hunting advice as well as a searchable job openings database.

### [Salary.com](#)

<http://www.salary.com>

Provides useful articles about career issues plus a cost-of-living calculator and a "salary wizard" that allows you to search for your occupation's salary range (including median salary) in a geographical area.

### [MEDLINEplus: Health Occupations \(National Library of Medicine\)](http://www.nlm.nih.gov/medlineplus/healthoccupations.htm)

<http://www.nlm.nih.gov/medlineplus/healthoccupations.htm>

Overviews of careers in health professions, occupational descriptions, links to organizations and sources of statistics, and articles on women in the health professions are included on this website.

### [Allied Health Careers \(American Medical Association\)](http://www.ama-assn.org/ama/pub/category/2322.html)

<http://www.ama-assn.org/ama/pub/category/2322.html>

Provides information about educational programs, accrediting agencies, occupational descriptions, and salary ranges for health professions.

## **Resumes, Cover Letters, Interviews**

### [CareerPerfect.com: Keyword E-Resume Tutorial](http://www.careerperfect.com/CareerPerfect/resumes.htm)

<http://www.careerperfect.com/CareerPerfect/resumes.htm>

The Career Services Group, Inc. website includes sample resumes, resume writing advice, and a tutorial that explains how you can create a scannable ASCII version of your resume suitable for online resume banks.

### [Monster Interview Center](http://interview.monster.com)

<http://interview.monster.com>

Here are interview tips, advice and a message board from Monster.com which is well-known for its job search service.

### [How to Write a Great Letter](http://www.careerlab.com/letters/link002.htm)

<http://www.careerlab.com/letters/link002.htm>

This web page links to articles from William S. Frank's 1993 book *200 Letters for Job Hunters*. Some of the topics are "Writing to Strangers," "28 Common Letter Writing Mistakes," and "How to Follow Up."

### [Resume Templates from CollegeGrad.com](http://www.collegegrad.com/resume/freeresumetemplate.shtml)

<http://www.collegegrad.com/resume/freeresumetemplate.shtml>

This page offers sample resume templates organized by major for new college grads plus general advice on resumes.

## **Students and Recent Grads - Finding Internships & Jobs**

### [Career Services & Cooperative Education \(Suffolk University\)](#)

<http://www.careers.suffolk.edu/campuslife/19958.html>

The website of Suffolk's Office of Career Services and Cooperative Education posts information about the services it provides and includes links to career information, job search, and resume preparation web pages.

[students.gov](http://www.students.gov)

<http://www.students.gov/STUGOVWebApp/index.jsp>

Developed by the U.S. Department of Education in cooperation with federal agencies and national student agencies, this information portal provides links to information about graduate study and study abroad; loans, scholarships and grants; internships, fellowships and student jobs; military service; and community service.

[JobWeb](http://www.jobweb.com)

<http://www.jobweb.com>

The National Association of Colleges and Employers sponsors this website for college students and new graduates. The site features employer profiles; articles about internships, resumes, and careers; and salary and job market surveys.

[CollegeGrad.com](http://www.collegegrad.com)

<http://www.collegegrad.com/>

This is a helpful website for college students and recent graduates who are looking for entry level jobs and internships. In addition to a job search function, there are many links to resources such as career planning information, writing resumes, and preparing for interviews.

[Idealist.org](http://www.idealists.org)

<http://www.idealists.org>

Excellent site if you are considering jobs or internships in social service agencies, advocacy groups, educational institutions, and international non-profits.

[USAJOBS](http://www.usajobs.opm.gov)

<http://www.usajobs.opm.gov/>

Good place to research and find federal job openings. Huge federal job openings database. Check out [Studentjobs.gov](http://www.studentjobs.gov), where "co-ops, internships, summer employment, the Outstanding Scholars Program, volunteer opportunities, and plenty of temporary and permanent part-time and full-time jobs" are listed. Note that you must be a citizen of the United States to qualify for federal jobs.

[Cool Works](http://www.coolworks.com)

<http://www.coolworks.com>

This is the place to look for year-round and seasonal jobs in national parks, ski resorts, ranches, amusement parks and other "cool" places.

## **Finding Jobs**

### [Executive Office of Labor and Workforce Development](#)

<http://www.mass.gov/?pageID=elwdconstituent&L=2&L0=Home&L1=Workers+and+Unions&sid=Elwd>

Of particular interest to Massachusetts residents, this Mass.gov resource page provides links to many useful publications on job search and career planning. [Publications for Job Seekers](#) offers a series of documents (in Adobe Acrobat .pdf format) that cover the career planning and job search processes.

### [Massachusetts Career Information System](#)

<http://masscis.intocareers.org/loginmain.aspx?ReturnUrl=%2fdefault.aspx>

This website is offered by the Massachusetts Division of Career Services for residents of Massachusetts. Log in to the site and find information resources grouped into three categories: occupations and employment including information about non-traditional employment for women, education and training including a information about financial aid, and tools for career and guidance counselors including on-line interests and skills assessments.

### [BostonJobs.com](#)

<http://www.bostonjobs.com/>

Self-described as "the local job board that focuses exclusively on careers in the greater Boston area." You can search for jobs, browse jobs in various industries, and read "advice, tips and news to enhance your job search."

### [The Chronicle of Higher Education Careers](#)

<http://chronicle.com/jobs/>

The Chronicle of Higher Education claims that its " Careers section is the largest job marketplace in higher education, with more than 30,000 jobs posted each year." In addition to jobs listings, there are articles with advice and and a useful [Tools & Resources](#) section that includes, among other things, salary and cost-of-living calculators.

### [The Riley Guide: Employment Opportunities and Job Resources on the Internet](#)

<http://www.rileyguide.com>

This gateway to employment and career information sources on the internet offers lots of links to job listings, salary guides, articles about targeting and researching employers, preparing your resume, and interviewing.

### [Job-Hunt.org](http://www.job-hunt.org)

<http://www.job-hunt.org/job-search.html>

Provides links to job resources by location (United States, international) and by industry or profession, and lots of links to job sites, job fairs, and recruiting agencies.

### [The Monster Board](http://www.monster.com)

<http://www.monster.com>

### [Yahoo!HotJobs](http://hotjobs.yahoo.com/)

<http://hotjobs.yahoo.com/>

These two popular websites allow you to search for jobs by location, job category, keyword, and specialized occupation search, e.g. search for healthcare jobs. In order to protect your privacy during an online job search, be sure to read the privacy statements of online job listing services: here's a cautionary article from 2001 about the [privacy practices of Monster.com](#).

### [CareerBuilder.com](http://www.careerbuilder.com)

<http://www.careerbuilder.com>

Search by keyword, job location, and job category for jobs in the United States or abroad. "Advanced" job search lets you limit job search by degree required, salary, employment type (e.g. hourly), and "freshness" of job posting (e.g. posted yesterday).

### [radworking.com](http://www.radworking.com)

<http://www.radworking.com/>

This online job site has a focus on the radiology profession. Search by job category: diagnostic radiology, radiation oncologist, radiation technologist, sonographers, radiation therapists, and support professionals.

### [AlliedHealthCareers.com](http://www.alliedhealthcareers.com)

<http://www.alliedhealthcareers.com/>

The Great Valley Publishing Company, publisher of the journal *Radiology Today*, manages this website. You may post your resume here and search job listings of allied health jobs.

## **Selected Print References**

### [Occupational Outlook Handbook](#), Latest Edition

REFERENCE DESK HF5381.U58 O3

"Revised every two years, the *Handbook* describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations." It is also [available online](#) from the Bureau of Labor Statistics as is

[Occupational Projections & Training Data](#), a statistical and research supplement to the *Handbook*. The [Occupational Outlook Quarterly online](#) (OOQo), based on the *Handbook*, publishes articles that offer job and career information. [Employment projections](#) are available from the BLS for ten years in the future.

### [The Almanac of American Employers](#), Latest Edition

REF HF5382.75.U6 A45

Published by Plunkett Research, Ltd., this volume consists of job search information (major trends, statistics from the U.S. Department of Labor, etc.) and one-page profiles of 500 large employers based in the United States.

### [Jobs Rated Almanac : the Best and Worst Jobs](#)

REF HF5382.5.U5 K72 2002

Describes and ranks 250 jobs by "core criteria:" salary, stress, work environment, career outlook, security, and physical demand.

### [American Salaries and Wages Survey](#)

REF HD4973 .A67

This book includes statistical data compiled from government sources and trade associations for over 2,000 occupations. Low, mid, and high wage figures for each job entry are organized by geographical area.

### [Vault Career Guide to Accounting](#)

REF HF5628 .A433 2005

This slim volume provides an introduction to the accounting profession. Topics include industry trends and outlook, types of accounting careers, the value of summer internships, why you should become a CPA, and more.

### [Vault Guide to the Top 50 Consulting Firms](#)

REF HD69.C6 A747 2008

Profiles the most prestigious management and strategy consulting firms in the United States. Also includes specialized consulting firms in economics, finance, human resources, energy, operations and business research.

### [Exploring Health Care Careers](#)

REF R690 .E97 2002

This 2-volume set describes over 100 jobs in human health care. For each job, salary, outlook, education, and certification information is provided. Interviews with people working in the field

are also included.

### [Best Resumes for College Students and New Grads](#)

REF HF5383 .K867 2003

Concise guide for college students and new graduates covering resume writing and managing the job search. Lots of sample resumes.

### [How to Prepare Your Curriculum Vitae](#)

REF HF5383 .J24 2003

Worksheets and tips that provide guidance on preparing your curriculum vitae and sample curricula vitae including electronic CVs and international (Spanish, German, French) CVs.

### [Internships](#)

REF LC1072.I58 I58 2004

This is a Peterson's directory of internship opportunities in the United States with some international opportunities also listed. Directory entries are indexed by geographical location, field of interest, paid/unpaid. Each entry lists information such as contacts, description of interns' duties, and number of internships offered.

### [The Internship Bible](#)

REF LC1072.I58 I46 2005

Princeton Reviews publication that contains basically the same information as [Internships](#) but presented in a more informal manner. Includes brief interviews with high profile people from a variety of fields who talk about their internship experiences.

### [The Boston JobBank](#)

REF HF5382.75.U62 B72 2005

This employment directory for the Boston area lists contact information, services and products of major employers organized by industry. It also includes a brief overview of the entire job search process.

### [Places Rated Almanac](#)

REF HN60 .S284 2007

This guide provides information about metropolitan areas in the United States and Canada and ranks them for transportation, crime, job outlook, living costs, education, health care, the arts, recreation, and climate.

### [Craighead's International Business, Travel, and Relocation Guide to 84 Countries, 2002-03](#)

REF HF5549.5.E45 C73 2002

Self-described as "the world's most comprehensive and thoroughly reviewed reference resource for destination-specific business and relocation information," this 4-volume set covers each country in some detail. Topics include general information such as climate and holidays, but also relocation information such as paying bills, choosing schools, and vehicle insurance. Business practices (e.g. meetings, etiquette, tipping) are also covered.

*rev. 2/09*