

Career and Job Search Resource Guide

[Careers and Occupations](#)

[Resumes, Cover Letters, Interviews](#)

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

[Finding Jobs](#)

[Moving and Relocation](#)

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

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](#).

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."

[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 through 2016.

[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.

[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.

[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.

[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.

[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 2003

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.

[MEDLINEplus: Health Occupations \(National Library of Medicine\)](#)

<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>

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

[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.

[What Color is Your Parachute](#)

HF5382.7 .B64

This well-known job hunting guide covers all the essentials, e.g. how to identify your dream job, where to look for job postings, and resume and interviewing tips. Also check the author's website JobHuntersBible.com, a supplement to the book.

[Do What You Are](#)

BF698.9.O3 T54 2007

Uses the concept of personality type to guide career choices. Includes profiles of "career-satisfied" people and advice on creating career plans.

Resumes, Cover Letters, Interviews

[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.

[Your First Resume](#), 5th edition

HF5383 .F89 2001

This is a basic guide for first-time job seekers that covers job hunting activities such as goal-setting, interviewing, writing resumes and cover letters.

[The Everything Resume Book : Great Resumes For Every Situation](#), 2nd edition

HF5383 .N28 2003

Steps you through developing a resume tailored to your situation (e.g. new college grad, beyond entry level). Includes a chapter on using your resume to prepare for the job interview. Sample resumes in the appendices.

[CareerPerfect.com: Keyword E-Resume Tutorial](#)

<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.

[Resumes for Dummies](#), 5th edition

HF5383 .K424 2007

Like other books in the popular "for Dummies" series, this volume offers practical advice and lots of examples presented in an informal style. The author is a popular newspaper columnist who writes about careers.

[Resumes That Knock 'Em Dead](#), 7th edition

HF5383 .Y38 2006

Included in this book are instructions on constructing both a basic and an electronic resume, a

chapter of sample resumes for specific jobs (e.g. accounting professional), and a chapter of sample resumes for special situations (e.g. changing careers).

[Expert Resumes for Managers and Executives](#)

HF5383 .E47879 2007

Discusses resume writing, strategy and formats for managers and executives in major industries such as health care, science, accounting, sales, and manufacturing. Many sample resumes given.

[Professional Resumes for Tax and Accounting Occupations](#)

HF5383 .N6235 1999

Many examples of "professional resumes for occupations related to tax, accounting, finance, and law" plus tips and strategies for writing cover letters and resumes.

[Inside Secrets of Finding a Teaching Job](#), 3rd edition

LB1780 .W37 2006

Topics covered include finding, applying for, and interviewing for teaching jobs.

[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.

[Monster Interview Center](#)

<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.

[Knock 'Em Dead 2008](#)

HF5549.5.I6 K56 2008

In this book, the author writes about defining your skills, getting interviews, the basics of interviewing, and sample answers to tough interview questions.

[101 Smart Questions To Ask On Your Interview](#)

HF5549.5.I6 F757 2007

Advice on the job interview process in the form of questions you should ask yourself as you prepare for an interview and consider accepting a job offer, questions to ask the interviewer, and questions to ask your new boss.

[How to Write a Great Letter](#)

<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."

[Cover Letters That Knock 'Em Dead](#), 7th edition

REF HF5383 .Y378 2006

Discusses the various types of cover letters and the appearance and content of cover letters. A long chapter contains many sample letters (e.g. responses to newspaper ads, follow-up letters).

[Best Keywords for Resumes, Cover Letters and Interviews](#)

HF5383 .E54 2003

Describes effective keywords and keyword phrases organized by industry to use in your resumes, letters, and during job interviews. Also includes a chapter that lists "action verbs, high-impact phrases, and personality descriptors."

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/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>

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/](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.

[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.

[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

[Massachusetts Division of Career Services Publications](#)

Of particular interest to Massachusetts residents, this resource page provides links to many useful publications on job search and career planning. [Career Services](#) 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.

[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.

[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 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/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>

[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/](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/](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.

Moving and Relocation

[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.

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.