



Choosing a Job or Career: A Shake Library Guide

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Finding Books in the Shake Library

Books, audio-visual resources, and other items in the Shake Library may be located using VU WebCat. To reach VU WebCat from www.vinu.edu, click on Majors and Academics, Libraries, Find Books, and VU WebCat.

Subject headings related to choosing a career include *Career*, *Occupations*, *Employment Forecasting*, and individual job titles or majors (for example, *Nursing*, *Law Enforcement*, or *Physical Therapy*).

Selected Reference Books with Information about Careers

- *The JobBank Series* (Ref. 331.128)
- *Best Jobs for the 21st Century* (Ref. 331.702 F239b)
- *200 Best Jobs for College Graduates* (Ref. 331.7 F239t 2006)
- *Career Guide to America's Top Industries* (Ref. 331.702 C271i 2004)
- *Career Information Center* (Ref. 331.7 C271c 2007)
- *Encyclopedia of Careers and Vocational Guidance* (Ref. 331.702 E56c 2008)
- *O*NET: Dictionary of Occupational Titles* (Ref. 331.7 O58d) and online at <http://online.onetcenter.org/>
- *Occupational Outlook Handbook* (Ref. 371.42 U58o, 4-hour checkout, shelved at Lending Services Desk, also Ebook available via WebCat catalog, also on the World Wide Web at <http://www.bls.gov/oco/>)

Selected Circulating Books with Information about Careers

- *I Don't Know What I Want, But I Know It's Not This: A Step-by-Step Guide to Finding Gratifying Work* (650.14 J35i 2003)
- *25 Jobs That Have It All* (331.7 T971j 2004)
- *300 Best Jobs Without a Four-Year Degree* (331.702 F239t 2009)
- *America's Fastest Growing Jobs* (Ebook)
- *Future of Work: The Promise of the New Digital Work Society* (331.01 G763f 2000)
- *101 Best Tech Resumes* (Ebook)
- *175 High-Impact Resumes* (Ebook)
- *Best Resumes for College Students and New Grads* (650.14 K96b 2003)
- *Outdoor Careers: Exploring Occupations in Outdoor Fields* (331.702 S546o 2000)

- *Blue Collar Resumes* (650.14 P969b 1999)
- *Designing the Perfect Resume* (650.14 C932d 2000)
- *Expert Resumes for Health Care Careers* (650.14 E56e 2004)

Finding Periodicals in the Shake Library

Periodical holdings: from www.vinu.edu, click on Current Students, then on Libraries, then on Find Periodical Titles, and, finally, on Find Periodical Titles. Enter periodical title in the appropriate box and press “Enter.”

Periodicals, including journals, magazines, and newspaper, are located in Shake Library print and microform holdings or through Shake Library databases.

Shake Library Databases with Information about Choosing a Job or Career

Databases can be searched for citations or full-text articles from a wide variety of sources, including magazines and journals. Try searching by career or job title.

ProQuest – provides articles concerning career and technical education, nursing & social sciences, among other topics.

EBSCOhost’s Academic Search Premier and **Business Source Premier** provide access to a wide range of articles and citations useful for college writers.

NewsBank America’s Newspapers contains full-text U.S. and international newspapers.

Suggested Internet Sites with Information about Choosing a Job or Career

- Department of Labor Bureau of Statistics--<http://www.bls.gov/bls/blswage.htm>
Information about employment and wages in locations across the United States.
- USA Jobs--<http://www.usajobs.gov/>
Official government site for information about United States government jobs.
- JobBank-- <http://www.jobbankinfo.org/>
Nation-wide job information provided by the United States Department of Labor
- Free Ed Career Education--
http://www.free.ed.gov/subjects.cfm?subject_id=144&toplvl=169
Career education resources from the United States Department of Education
- Career OneStop-- <http://www.careeronestop.org/>
Comprehensive career information, including links to government web sites.
- CNN Find a Job-- <http://money.cnn.com/services/careerbuilder/>
Information about jobs.
- Salary Calculator--<http://www.salary.com>
Tools for comparing cost of living among US cities.
- See *Occupational Outlook Handbook* under Reference Books heading above.