



Career Information

Use the following terms to find information on career planning and job hunting in the library catalog, www, and online databases. We provided examples of a few reference books, circulating books, e-books and websites to help get you started.

Terminology

- Vocational Guidance
- Job Hunting
- Career Development
- Professions
- Resumes
- Job Satisfaction
- Career Changes

Books (Library Catalog)

- Point your browser to the **Library Home Page**, <http://www.lamission.edu/library/>
- Select **Library Catalog**.

Reference Books

Career information center	REF HF5382.5 .U5 C32 2002
Encyclopedia of careers and vocational guidance	REF HF5381 .E52 2003
Occupational outlook handbook	REF HD8051 .A62 2004-05

Circulating Books

The only job hunting guide you'll ever need : the most comprehensive guide for job hunters and career switchers	HF5382.75 .U6 P478 1995
What Color is Your Parachute?	HF5382.7 .B64 2001
Why should I hire you? turn interview questions into job offers	HF5549.5 .I6 F378 1999

E-Books (NetLibrary)

- To use NetLibrary from your home computer, you must first set up a NetLibrary account on a computer at Mission College.
- Point your browser to the **Library Resources page**, <http://www.lamission.edu/library/resources.html>
- Select **NetLibrary**.

175 high-impact cover letters	2002
300 best jobs without a four-year degree	2003
America's top jobs for people without a four-year degree detailed information on 190 good jobs in all major fields and industries	2003
Best career and education web sites: a quick guide to online job search	2003
Dynamite cover letters and other great job search letters	1998
Getting the job you really want: a step-by-step guide to finding a good job in less time	2002
Getting your next job: a systematic approach to finding the career that is best for you	1999
Kick off your career: write a winning resume, ace your interview, negotiate a great salary	2002
Where the jobs are: the hottest careers for the 21st century 3rd ed.	2000

Library Databases

The following Mission College Library online databases may contain material relevant to career planning and job hunting. You must be a student or staff member of Los Angeles Mission College to use the databases off campus. User Names and passwords for off campus access to databases are available at the Reference Desk in the Library.

EBSCOhost MasterFILE Premier

Provides full text for more than 2,000 general periodicals covering a broad range of topics

- Point your browser to the **Library Home Page**, <http://www.lamission.edu/library/>
- Select **Library Resources**
- Select **EBSCOhost**

Career Information on the Web

Career Guidance and Planning

- **Career Development eManual**
<http://www.cdm.uwaterloo.ca/>
The Career Development eManual for the University of Waterloo helps you determine your life plan, guiding you from "Self-Assessment" all the way to "Work."
- **Career Key**
<http://www.careerkey.org/english/>
Take this online, multiple choice, career-determining test to learn which careers are best for you.

- **Mapping Your Future**
<http://mapping-your-future.org/>
Covers choosing a career, selecting a school, and paying for higher education.
- **Princeton Review Career Quiz**
<http://www.review.com/career/careerquizhome.cfm>
The Princeton Review Career Quiz analyses your skills and interests and attempts to steer you toward a career. You must register (free) for full quiz results.

Occupational Information

- **America's Career Infonet**
<http://www.acinet.org/acinet/>
This website is useful for rankings, providing lists of the fastest growing companies, occupations with the largest employment, the highest paying occupations, occupations with the most openings, and much more.
- **California Occupational Guides**
<http://www.calmis.ca.gov/htmlfile/subject/guide.htm>
Over 300 information sheets on a variety of occupations. Each sheet provides information on job duties, working conditions, employment outlook, wages, benefits, entrance requirements, and training.
- **Dictionary Of Occupational Titles Index**
http://www.wave.net/upg/immigration/dot_index.html
An alphabetical index to the Dictionary of Occupational Titles (DOT) revised fourth edition, as supplied electronically by the US Dept. of Labor.
- **Exploring Occupations**
<http://www.umanitoba.ca/counselling/careers.html>
The University of Manitoba provides numerous links to useful occupation-specific sites.
- **Jobstar Central Guides for Specific Careers**
<http://jobstar.org/tools/career/spec-car.cfm>
An alphabetical listing of career guides.
- **Occupational Outlook Handbook**
<http://www.bls.gov/oco/>
The first choice for government information on a variety of careers. Includes the skills needed for specific occupations, the job outlook, salary and wage information, etc.
- **What Can I Do with a Major in...?**
<http://www.uncwil.edu/stuaff/career/Majors/>
Lists various majors and related careers. The site also provides occupational information, links to job sites, and links to associations and organizations.

Salary and Wage Information

- **Salary.com**
<http://www.salary.com/>
Provides salary information for thousands of jobs, including data by zip code and local areas.
- **SalaryExpert**
<http://www.salaryexpert.com>
Provides information on different occupations and salary information nationally and by region.

College Information

- **College View**
<http://www.collegeview.com>
Find colleges by area of study

Resumes and Cover Letters

- **Cover Letters and Other Correspondence**
<http://www.virginia.edu/~career/handouts/cover1.html>
A basic "how to" guide on writing a cover letter.
- **TheFIRSTandBESTCOVERLETTERS**
<http://www.careerlab.com/letters/>
Includes information on how to apply for different types of jobs.
- **Hot Tips on Resume Writing**
<http://www.damngood.com/jobseekers/tips.html>
General practical information on crafting an effective resume.
- **JobStar Central's Resumes**
<http://jobstar.org/tools/resume/index.cfm>
Covers how to write a resume and cover letter; includes samples.

Find Career Information Using Web Subject Directories

Librarians' Index to the Internet

<http://lii.org>

- Select **Society and Social Science**
- Select **Education**
- Select **Career Development**

Librarians' Index to the Internet

<http://lii.org>

- Select **Business**
- Select **Jobs and Work**

Can't Find What You Are Looking For? Ask A Librarian