



**Careers /  
Job Search Info**

Marian University

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**Welcome to the Marian University Library!** This resource guide has been developed by library staff to assist you in finding information resources. The materials listed in this guide are only a portion of the resources you may find useful. In addition to the sources listed, this guide includes information on finding additional sources.

**Questions?** Ask at the Circulation Desk on the first floor of the library.

▣ **handbooks/guides**



*America's Top 300 Jobs: A Complete Career Handbook*

eBook, available via library OPAC

*Best Jobs for the 21<sup>st</sup> Century for College Graduates*  
REF HF5381 .F27



*Career Information Center*  
REF HF5381 .C27

*Career Sourcebook...A Guide to Living and Working in the 21<sup>st</sup> Century*  
REF HF5382 .C27

*The College Majors Handbook: The Actual Jobs, Earnings...*  
REF HF5382.5 .U6F6

*Discover What You're Best At*  
Gale  
HF5381.7 .G25

*Encyclopedia of Careers and Vocational Guidance*  
REF HF 5549.5 .I6K72

*Peterson's Graduate and Professional Programs: An Overview*

[6 vols.]  
REF L901 .P46

*International Jobs: Where They Are, How to Get Them*  
Kocher  
HF 5382.7 .K62

*Occupational Outlook Handbook*  
REF HF5382 .O22



*The Procrastinator's Guide to the Job Hunt*  
Lanum  
eBook, available via library OPAC

*What Color is Your Parachute?*  
Bolles  
HF5382.7 .B67

*Who's Hiring Who? How to Find That Job Fast*  
Lathrop  
HF5383 .L27

▣ **resume tips**

*200 Letters for Job Hunters*  
Frank  
REF HF 5382.7 .F72



*The Career Portfolio Workbook: Using the Newest Tool in Your Job-Hunting Arsenal...*  
Satterthwaite  
eBook, available via library OPAC

*Developing a Professional Vita or Resume*  
McDaniels  
REF HF5383 .M22



*The Elements of Resume Style: Essential Rules and Eye-Opening Advice...*  
Bennett  
eBook, available via library OPAC

*Resume Writer's Handbook*  
Smith  
REF HF5383 .S54



*Same-Day Resume: Write an Effective Resume in an Hour*  
Farr  
eBook, available via library OPAC

## ▣ interview tips

*24 Hours to the Perfect Interview: Quick Steps for Planning, Organizing & Preparing for the Interview that Gets the Job*

DeLuca

eBook, available via library OPAC

*Conquer Interview Objections*

Wilson and Rambusch

HF5549.5 .I6W4

*Dynamite Answers to Interview Questions:*

*No More Sweaty Palms*

Krannich

HF5549.5 .I6K7

*Interview Strategies That Lead to Job Offers*

Pincus

eBook, available via library OPAC

## ▣ discipline-specific guides

*Careers for Sports Nuts & Other Athletic Types*

REF HF5382.7 .C2S5

*Careers in Accounting*

REF HF5616 .U6 G2

*Great Jobs for Biology Majors*

QH314 .C25

*Great Jobs for Business Majors*

REF HF5382.7 .G7B8

*Great Jobs for Chemistry Majors*

eBook, available via library OPAC

*Great Jobs for Communications Majors*

REF HF5382.7 .G7C6

*Great Jobs for English Majors*

HF5382.7 .D34

*Great Jobs for Environmental Studies Majors*

REF5382.7 .G7E6

*Great Jobs for History Majors*

REF HF5382.7 .G7H4

*Great Jobs for Math Majors*

eBook, available via library OPAC

*Great Jobs for Political Science Majors*

REF HF5382.7 .G7P6

*Great Jobs for Sociology Majors*

eBook, available via library OPAC

*Opportunities in Foreign Language Careers*

REF HF5382.7 .O5F6

*Opportunities in Religious Service Careers*

REF HF5382.7 .O5R3

*Opportunities in Television and Video Careers*

eBook, available via library OPAC

*Working With Wildlife*

REF HF5382.7 .C2W4

## ▣ other reference

*The Business Writer's Handbook*

REF HF5726 .B78

*Electronic Resumes & Online Networking: How to Use the Internet to do a Better Job Search*

eBook, available via library OPAC

*How to Survive Without Your Parents' Money:*

*Making it From College to the Real World*

Martz

HF5382.5 .U6M2

*Help! My Apartment has a Kitchen!*

Mills

TX714 .M45

*Kiss, Bow or Shake Hands: How to do Business in Sixty Countries*

Morrison

REF HF5389 .M67

*The McGraw-Hill Handbook of Business Letters*

REF HF5726 .P63

## ▣ internet resources

[www.monster.com](http://www.monster.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)

Both sites provide a forum for employers to advertise openings and for job seekers to post resumes.

[careerservices.marian.edu](http://careerservices.marian.edu)

Marian College Career services web site. Includes information about campus Career Services, upcoming job fairs, internships opportunities and more. Check it out!

[www.careerjournal.com](http://www.careerjournal.com)

The *Wall Street Journal* career information site. Includes job hunting advice, salary/hiring information and the WSJ Business School ranking.

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

The official site of the Bureau of Labor Statistics. Includes statistics on employment/unemployment (national and state/local), wages by area and occupation, employment projections and general employment research data.

## ▣ indexes and databases

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Print indexes and electronic databases assist you in finding journal and magazine articles on a particular subject, authored by a particular person, or published in a specific periodical. Electronic databases are accessible via the library web site ([www.marian.edu/library](http://www.marian.edu/library)). Tip sheets for several useful electronic databases are available.

To determine if a particular journal or magazine is in the library holdings, check the online catalog or the Periodicals Holdings List located near the print indexes in Reference.

### **Academic Search Premier** [database]

An electronic database indexing over 4,500 scholarly publications in all areas of study. Full-text access is available for more than 3,600 journals. Coverage spans from the first published issue of a journal to the present.

### **Business and Company Resource Center** [database]

A database of company news and financial information as well as current news articles relating to business and industry. Searchable by company name or industry.

## ▣ finding other sources...browsing...fyi...

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**To find other resources in the library collection**, search the electronic catalog (OPAC) via the library website, [www.marian.edu/library](http://www.marian.edu/library). Use the catalog to search by title, author, subject or keyword.

### Helpful subject headings for business topics include:

Career development  
 Job hunting  
 Resumes  
 Vocational guidance  
 [specific occupation]

### Browsing the shelves - - look in this call number range:

HF5376 – HF5386

### Browsing the classified ads - - Local and regional newspapers:

The Indianapolis Star  
 The Chicago Tribune  
 The New York Times