

Finding Information on Careers and Job Hunting

We have a variety of career and job hunting resources in the library that can be found by searching Ignacio, our online catalog. Subjects and keywords you can use to find these materials include **resumes, cover letters, job hunt, employment interviewing** or **job hunting**. You can also browse for these materials by using the call numbers **HF 5383** in the stacks, or **Ref HF 5383** in the Reference area. If you ever need help finding job hunting materials, please contact the Reference Department.

Following is a list of some of the job hunting and career books that we have in the library. This is not a complete list, but gives examples of the types of materials we have. For further career help, you can also visit the *Priscilla A. Scotlan Career Services Center* on campus; located in *UC 429*, call them at *415-422-6216*, or visit their web site at: <http://www.usfca.edu/career/>

Resumes:

Adams, Robert Lang.

The complete resume and job search book for College Students

Call number: HF 5382.7 A33 1999

Beatty, Richard H., 1939-

175 high-impact resumes [electronic resource] e-book

Kaplan, Robbie Miller.

Sure hire resumes [electronic resource] e-book

Parker, Yana.

The damn good resume guide: a crash course on resume-writing

Call number: HF 5383 .P35 1996

Yate, Martin John.

Resumes that knock 'em dead / Martin Yate.

Call number: Ref. HF5383 .Y38 2001

Cover Letters:

Hansen, Katharine.

Dynamic cover letters: how to write the letter that gets you the job

Call number: HF5383 .H278 2001

Yate, Martin John.
Cover letters that knock 'em dead
Call number: REF. HF5383 .Y378 2001

Curriculum Vitae:

Anthony, Rebecca, 1950-
The curriculum vitae handbook: how to present and promote your academic career
Call number: LB2331.72 .A58 1998.

Interviewing:

De Luca, Matthew.
More best answers to the 201 most frequently asked interview questions [electronic resource]

Kanter, Arnold
The essential book of interviewing: everything you need to know from both sides of the table.
Call number: HF5549.5.I6 K358 1995

Kador, John.
201 best questions to ask on your interview [electronic resource]

Medley, H. Anthony.
Sweaty palms: the neglected art of being interviewed.
Call number: HF 5549.5 I6 M35 1992

Career Exploration:

Books:

Encyclopedia of careers and vocational guidance.
Call number: REF. HF5381 .E52 1997.

Krannich, Ronald L.
The job hunting guide: transitioning from college to career.
Call number: HF 5382.7 K62 2003

Lauber, Daniel.
Professional's job finder, 1997-2000 / Daniel Lauber.
Call number: REF. HF5382.75.U5 L33 1997.

Occupational outlook handbook / U.S. Department of Labor, Bureau of Labor Statistics [print & Internet version]

Call number: REF. HF5381.A1 O15

Internet version: <http://www.bls.gov/oco/home.htm>

Web Sites:

Career Center: University of California, Berkeley: <http://career.berkeley.edu/Infolab/CareerFields.stm>

This web site, from the University of California at Berkeley Career Center, includes links and information on what to do with a given major, how to pursue different jobs and career paths, internships, and other useful job hunting tips.

CareerJournal.com: Wall Street Journal: <http://www.careerjournal.com/>

At this site from the Wall Street Journal, users can post their resumes, search job listings, read articles and advice on job hunting tasks including resume writing, interviewing, and more, as well as find information on starting a business and professional development.

JobStar: <http://www.jobstar.org/tools/career/index.cfm>

This site includes information on writing resumes and cover letters, salary negotiation, and career guides, plus job listings for nationwide and international locations, as well as several local areas in California, including the San Francisco Bay Area.

Monster.com: <http://www.monster.com>

Monster.com contains a wealth of information for all aspects of job hunting and career exploration, including information on resumes, interviewing, cover letters, and salary negotiation, as well as job postings.

Monster.com Job Profiles: <http://jobprofiles.monster.com/>
Lists of jobs with major duties, educational requirements, and opportunities.

USF's Career Services Center (UC) and its web site: <http://www.usfca.edu/career/>
The Vault Guide has snapshots on companies, including what it's like to work for them and their culture. To access Vault, click on the "Students" box on the main page, then click the link for "Online Library." Type in the password and search the Vault guides for your company!

Wet Feet: <http://www.wetfeet.com> Go to the Company Interviews section for insider's information on a number of companies and jobs.

America's Career InfoNet: <http://www.acinet.org/acinet/>

This site offers a great deal of information, especially for anyone thinking of relocating. Includes maps, demographic information, employment trends and more for all U.S. geographic areas. Information is based on government data from the Department of Labor.

America's Job Bank: <http://www.jobsearch.org/>

Search by zip code for jobs within a 50-mile radius of where you're seeking. Listings include job description, location, and the hiring body.

California Employment Development Department: <http://www.caljobs.ca.gov>

Includes information for jobseekers on positions available, as well as allowing for users to post their resumes. Functions available in English and Spanish.

CareerOneStop: <http://www.careeronestop.org/>

Provides access to general information resources about wage and occupational trends, as well as a job bank service that has over a million job postings nationwide. Registration is required to post a resume. The Service locator gives contact information for a variety of worker services in an area defined by zip code or city name.

JobWeb: <http://www.jobweb.org>

A service of the National Association of Colleges and Employers, this site is geared toward new college graduates entering the workforce for the first time, but others may find useful information as well. The site offers an Online Career Fair, tips for interviews, an article library, and a featured article that is updated monthly.

Work Search: <http://www.garywill.com/worksearch>

This site contains the original content of Gary Will's Archeus WorkSearch website, which is no longer maintained. However, it contains an assortment of articles by Gary Will on resumes, cover letters, and interview techniques, and a few references to books on career development.

Job Hunting, Bay Area and California

California Occupational Guides:

<http://www.labormarketinfo.edd.ca.gov/cgi/career/?PageID=3&SubID=139>

How to Get a Job in the San Francisco Bay Area

Call number: Ref HF 5382.75 U62 S443

Job Seekers Guide to Silicon Valley Recruiters

Call number: Ref HF 5382.75 U62 C224 1998

Occupational Outlook. San Francisco.

Call number: Ref HF 5382.5 U6 c25 1998

San Francisco Bay Area JobBank

Call number: Ref HF 5382.5 U6 c26

Guide to Silicon Valley Careers

Call number: Ref HD 9696 A3 U62

Los Angeles JobBank 2000

Call number: Ref HF 5382.75 U62 C265

San Francisco Public Library: The Web by Subject: California: Business, Finance, Jobs:
http://sfpl.lii.org/search/file/california_business

U.S. Census Bureau American Community Survey: <http://www.census.gov/acs/www/>

Company and Industry Information:

A number of reference databases are available to help you search for journal or newspaper articles relating to employers, as well as for company and industry information.

ABI/Inform Global: <http://www.usfca.edu/library/databases/abi.html>

Includes citations and summaries and full text from business periodicals that contain company and industry information, as well as products, services and notable people.

Business and Company Resource Center:

<http://www.usfca.edu/library/databases/busandcom.html> Contains industry information, company profiles, brand information, rankings, investment reports, stock quotes, consumer marketing data, corporate chronologies and histories and more.

Business & Industry: <http://www.usfca.edu/library/databases/bni.html> Facts, figures and market information about companies, industries, products and markets. It covers all industries and is international in scope.

GMID: Global Market Information Database:

<http://www.usfca.edu/library/databases/gmid.html>

Excellent for country, industry, and consumer statistics and market research. Search leisure and lifestyles, foodservice, beverages, travel and tourism, and more.

Mergent Online: <http://www.usfca.edu/library/databases/mergent.html> Contains U.S. and international company financials, histories, ratios, news, and complete annual and quarterly financial reports. Includes 15 years of data.

Net Advantage: <http://www.usfca.edu/library/databases/netadvantage.html> Includes research, data, and commentary on companies, industries, stocks, bonds, and funds, from popular Standard & Poor's research products such as Industry Surveys, Stock Reports, Corporation Records, The Register of Corporations, Directors and Executives, The Outlook, and Mutual Fund Reports among others.

Reference USA: <http://www.usfca.edu/library/databases/referenceusa.html> Online database of directory information for publicly and privately owned companies in the U.S

San Francisco Chronicle and Examiner (Available via Lexis Nexis Academic database): Full-text of Chronicle articles

TableBase: <http://www.usfca.edu/library/databases/tablebase.html> Useful for finding statistics on industries, companies, products, countries and markets.

Wall Street Journal (Available via ABI/Inform Global database): Full text of The Wall Street Journal.