

Los Medanos College Library

Careers, Industries, Employers and Job Search Resource Guide

BOOKS and AUDIO-VISUAL MATERIALS

You may find many useful books and audio-visual materials on careers, employers, jobs, vocational guidance, industries and job hunting in the Los Medanos Library. Many of them are listed below. You can locate additional books by TITLE, AUTHOR, exact SUBJECT Heading, or Key WORDS using the online catalog. In searching by exact SUBJECT Heading in the online catalog, some SUBJECTS that you may find useful are:

Applications for Positions	Job Satisfaction
Career Changes-- encyclopedias etc.	Occupations--handbooks, manuals,
Career Development	Resumes (Employment)
Civil Service--United States--examinations	Vocational Guidance--encyclopedias
Employment	Vocational Guidance--for minorities
Job Hunting	Vocational Guidance--for women

Examples of books, some which are for reference use only and others which can be borrowed, at the Library are:

Occupations: General

The American Almanac of Jobs and Salaries by John W. Wright. 3rd edition, New York, Avalon Books, 1996. (HD 8038 .U5 A68 Ref.)

Dictionary of Occupational Titles. U.S. Department of Labor, Employment and Training Administration. 4th ed. revised, Indianapolis, IN, JIST Works, 1991. (HF 5381 .A5 1991 Ref.)

Encyclopedia of Careers and Vocational Guidance. Edited by William E. Hopke. 8th ed., J.G. Ferguson Publishing, 1997. 4 volumes. (HF 5381 .E52 1997 Ref.)

Occupational Outlook Handbook. U.S. Department of Labor, Bureau of Labor Statistics, 1998-99 ed., 1998. (HF 5381 .U58 Ref.)

The 100 Best Jobs for the 1990's and Beyond by Carol Kleiman. Chicago, Dearborn Financial Publishing, Inc, 1992. (HF 5382.75 .U6 K54 1992 Ref)

Occupations: Music

Making it in the New Music Business by James Riordan, Cincinnati, OH, Writer's Digest Books, 1988. (ML 3790 .R56 1988)

Music Business Handbook and Career Guide by David Baskerville, Thousand Oaks, CA, Sage Publications, 1995. (ML 3795 .B33 1995)

The Platinum Rainbow: How to Succeed in the Music Business Without Selling Your Soul
by Bob Monaco and James Riordan. Chicago, Contemporary Books, 1988.
(ML 3790 .M58 1988)

Occupations: Nursing

How to Find Your Perfect Job in Nursing by Shelly Burke and Martha Whited. Freeman,
SD, Pine Hill Press, Inc. 1997. (RT 82 .B797 1997)

Navigate Your Career Transition: Strategies for Nurse Leaders. Edited by Deborah Yancer
and Julie K. Moe. Chicago, American Hospital Publications, 1997.
(RT 89 .N39 1997)

Occupations: Professional

Professional Careers Sourcebook: An Information Guide for Career Planning. Edited by
Kathleen M. Savage and Charity A. Dorgan. 1st ed., Detroit, MI, Gale Research,
1990. (HF 5382.5 .U5 P76 1990 Ref.)

Occupations: Travel

Flying High in Travel: a Complete Guide to Careers in the Travel Industry by Karin
Rubin. New York, Wiley, 1992. (G 154 .R82 1992)

How to Get a Job with a Cruise Line by Mary F. Miller. 3rd ed., St. Petersburg, FL, Ticket
to Adventure, 1994. (HE 566 .E9 M55 1994 Ref.)

Industries

U.S. Industrial Outlook 1994: Business Forecasts for Selected Manufacturing and Service
Industries. U.S. Department of Commerce, 1994. (HC 28 .U5 Ref.)

Prospective Employers

Bay Area Employer Directory. Compiled and published by James R. Albin. 1990-91 ed.,
Sausalito, CA, 1990. (HD 2785 .A36 Ref.)

The Bay Area 500: Hoover's Guide to the Top San Francisco Area Companies. 1st ed.,
Austin, TX, Reference Press, 1994. (HG 4058.54 .B39 Ref.)

California Manufacturers Register 1987. 40th ed., Los Angeles, Times Mirror Press,
1987. (TS1.C25 Ref.)

Everybody's Business: An Almanac - The Irreverent Guide to Corporate America.
Edited by Milton Moskowitz, Michael Katz, and Robert Levering. San
Francisco, CA, Harper & Row, 1980. (HD 2785 .E88 Ref.)

Good, Green Jobs: How Business is Putting the Environment to Work for California by
Joel Makower. Sacramento, CA, California Department of Conservation, 1995.
(HD 69 .P6 M282 1995)

How to Get a Job in the San Francisco Bay Area by Janet L. Beach. Chicago, Contemporary Books, 1983. (HF 5382.75 .U6 B4 Ref.)

Thomas Register of American Manufacturers. New York, Thomas Publishing, 1994. (TS 1 .T46 Ref.)

Employment Outlook in the Bay Area and Contra Costa County

Annual Planning Information: Contra Costa County, June 1991. California Employment Development Department. (HF 5381 .C3 1991 Ref.)

Occupational Outlook Report 1996: Contra Costa County. California Cooperative Occupational Information System, 1996. (At the Reference Desk)

Projections of Employment by Industry and Occupation 1988-1993. California Employment Development Department, 1991. (HF 5383 .B31 1991 Ref.)

Annual Reports

Barron's Finance and Investment Handbook by John Downes and Jordan Elliot Goodman. 2nd ed., New York, Barron's, 1987. (HG 173 .D66 1987 Ref.)
See "How to read an annual report" on pgs. 87-114.

Vocational Guidance and Career Change

Encyclopedia of Career Change and Work Issues. Edited by Lawrence K. Jones. Phoenix, AZ, Oryx Press, 1992. (HF 5381 .E516 1992 Ref.)

Take This Job and Love It: How to Change Your Work Without Changing Your Job by Dennis T. Jaffe and Cynthia D. Scott. New York, Simon and Schuster, 1988. (HF 5549.5 .J63 J33 1988)

The Minority Career Book by Miquela Rivera. Holbrook, MA, Bob Adams, Inc., 1991. (HD 6305 .M5 R58 1991)

What Color is Your Parachute?: A Practical Manual for Job-Hunters and Career Changers by Richard N. Bolles. Berkeley, CA, Ten Speed Press, 1992. (HF 5383 .B69)

Networking

Encyclopedia of Associations. Edited by Christine Maurer and Tara E. Sheets. 33rd ed., New York, Gale Research, 1998. 3 volumes. (HS 17 .G334 Ref.)

Trade and Professional Associations in California: A Directory. Compiled and edited by Martina E. Vanderberg and Ilze M. Gotelli. 4th ed., Claremont, CA, California Institute of Public Affairs, 1989. (HD 2428 .C3 T73 1989 Ref.)

Employment Exams

Barron's How to Prepare for Firefighter Examinations by James J. Murtagh. 3rd ed., Hauppauge, N.Y., Barron's Educational Series, 1995. (TH 9157 .M87 1995)

How to Pass Clerical Employment Tests by Eve P. Steinberg. New York, Arco, 1988.

(JK 717 .C54 S735 1988)

Interviewing

Knock 'Em Dead: With Great Answers to Tough Interview Questions by Martin J. Yate. Holbrook, MA, Bob Adams, 1991. (HF 5549.5 .I6 Y37 1991)

Your First Interview: Everything You Need to Know to "Ace" the Interview Process and Get Your First Job by Ron Fry. Hawthorne, NJ, Career Press, 1991. (HF 5549.5 .I6 F79 1991)

The Complete Q & A Job Interview Book by Jeffrey G. Allen. New York, John Wiley, 1988. (HF 5549.5 .I6 A43 1989)

The Ultimate Interview: How to Get It, Get Ready, and Get the Job You Want by John Caple. New York, Doubleday, 1991. (HF 5549.5 .I6 C36 1991)

Resumes, Cover Letters, and Portfolios

Dynamite Cover Letters by Ronald L. Krannich and Caryl R. Krannich. Woodbridge, VA, Impact, 1991. (HF 5382.7 .K693 1991)

How to Write Better Resumes by Adele B. Lewis. 3rd ed., New York, Barron's Educational Series, 1989. (HF 5383 .L48 1989)

The Perfect Portfolio for Artists and Writers by Marilyn Seguin. Hawthorne, NJ, Career Press, 1991. (N8351 .S43 1991)

The Perfect Resume by Tom Jackson. New York, Doubleday, 1990. (HF 5383 .J25)

Resume Pro: the Professional's Guide by Yana Parker. Berkeley, CA, Ten Speed Press, 1993. (HF 5383 .P355 1993)

Resumes that Get Jobs by Jean Reed. 5th ed., New York, Prentice Hall Press, 1990. (HF 5383 .G725 1990)

200 Letters for Job Hunters by William S. Frank. Berkeley, CA, Ten Speed Press, 1990. (HF 5382.7 .F72 1990 Ref.)

VIDEOTAPES

To locate videotapes in the Library, use the online Video Catalog. Search by subject, title, or author for videotapes on career topics. Examples of videotapes in the Library, located on Level 2, are:

How to Score High on Fire Department Entrance Exams. Mission Viejo, Calif., Capricorn Fire International. (VR 760)

Job Line Reports: 1 & 2. Eugene, Oregon., Looking Glass Job Center. Includes "How to Interview for a Job". (VR 649)

Travel Career Workshop. 5th ed., ICTA. (Reserve, located on Level 2)

MAGAZINES, JOURNALS and NEWSPAPERS

To locate information relevant to your topic in magazines, journals and newspapers, the following indexes may be useful:

ELECTRONIC INDEXES are accessible inside and outside of the library, on and off campus, from the Library's website at <http://www.losmedanos.net/library.htm>

Infotrac's Expanded Academic ASAP

ProQuest Direct (covers five major national newspapers)

Dialog @ CARL (includes *The San Francisco Chronicle*, *The Contra Costa Times*, and *the San Jose Mercury News*)

SIRS Researcher

PRINT INDEXES - Located on the Index Table and Index Shelves on Level 3.

Cumulative Index to Nursing and Allied Health Literature

The New York Times Index

Readers' Guide to Periodical Literature

San Francisco Chronicle Index

THE LIBRARY SUBSCRIBES TO THESE PERIODICALS FOCUSING ON CAREERS:

Black Enterprise

Success

Executive Female

Working Woman

Occupational Outlook Quarterly

Magazines, Journals and Newspapers cannot be checked out, but they may be copied.

VERTICAL FILE

Another place to check for information is the Vertical File located in cabinets behind the Reference Desk on Level 3. Folders containing clippings and pamphlets which may be of interest are labeled:

Employment

Women -- employment

Occupations

Work

Resumes

Vertical File materials cannot be checked out, but they may be copied.

INTERNET RESOURCES

Some useful websites to consult for job search resources and services are:

JobBank USA <http://www.jobbankusa.com>

JobHuntersBible <http://www.jobhuntersbible.com>

JobOptions <http://www.joboptions.com>

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

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

The Riley Guide: Employment Opportunities & Job Resources on the Internet

<http://www.dbm.com/jobguide>

OTHER ON CAMPUS RESOURCES

CAREER GUIDANCE CENTER/TRANSFER CENTER

The Career Center, located on Level 3 in Room 435, is available for career development and exploration services. At the Career Center, you receive personalized assistance that includes career interest testing, and use of a comprehensive career library. Especially popular is the Center's EUREKA system, a computerized career information resource that can help you explore career options.

EMPLOYMENT CENTER

The Employment Center, located in Room CC3-435 on Level 3, provides the following career development services to LMC students:

Job Placement Services: Job placement referrals are made to on-campus student worker openings and off-campus job openings (paid part-time and full-time career opportunities). Students have access to the job search library in the center. Job fairs, employer roundtables and other events are scheduled. And the LMC Job Search Workshop is presented covering topics such as resume writing, cover letters, job interview techniques and others.

Cooperative Educational Services: The Cooperative Work Experience Program grants college credit for what you learn and accomplish on the job.

Internship Services: Provides students with short-term work experiences related to their major.

Employability Program: Services are provided to students with disabilities who may need special assistance to reach their occupational goals.