

Resources at the Hewlett-Woodmere Public Library

Jobs and Careers

Prepared by the Reference Department

Books: Reference

- R
371.425
C *Career Guide to Industries, 2008-09 Ed.* (U.S. Dept. of Labor, 2008).**
<http://stats.bls.gov/search/cgi.htm>
- R
331.702
E *Encyclopedia of Careers and Vocational Guidance.* 14th ed. (Ferguson, 2008).
- R
331.702
F Farr, Michael. *100 Fastest-growing Careers.* 10th ed. (JIST, 2009).
- R
331.702
B Farr, Michael/Shatkin, Laurence. *Best Jobs for the 21st Century.* 5th ed. (JIST, 2009)
- R
331.702
F Farr, Michael/Shatkin, Laurence. *New Guide for Occupational Exploration: linking interests, learning and careers.* 4th ed. (JIST, 2006)
- R
331.425
F Farr, Michael/Shatkin, Laurence. *300 Best Jobs without a Four-Year Degree.* 2nd ed. (JIST, 2006.)
- R
650.14
J *Job Hunter's Sourcebook: where to find employment leads and other job search resources.* 8th ed. (Gale, 2008).
- R
650.14
M Marcus, John J. *The Résumé Doctor: how to transform a troublesome work history into a winning résumé.* (Harper Perennial, 1996).
- R
331.128
N *The National Job Bank 2009: the complete employment guide to over 20,000 American companies.* (Adams Media, 2009).
- R
371.425
O *Occupational Outlook Handbook, 2008-09 Edition.* (U.S. Dept. of Labor, 2008).**
<http://stats.bls.gov/oco/ocoiab.htm>
- R
371.425
O *Occupational Outlook Quarterly.* (U.S. Dept. of Labor).**
<http://stats.bls.gov/opub/ooq/ooqhome.htm>

**available online

Books: Circulating

JOB MARKET - GENERAL	
650.14 B	Berger, Lynn. <i>The Savvy part-time professional: how to land, create or negotiate the part-time job of your dreams.</i> (Capital Books, 2007).
650.14 B	Brooks, Katharine. <i>You majored in what? : mapping your path from chaos to career.</i> (Viking, 2009).
650.14 D	Dahlstrom, Harry. <i>The Job Hunting Handbook : How to Land an Interview, Impress the Hiring Manager, and Get the Job.</i> (Dahlstrom & Co., 2009)
650.14 G [NEW/14 DAY]	Dikelo, Margaret Riley. <i>Guide to Internet Job Searching, 2008-2009 Ed.</i> (McGraw-Hill, 2008).
650.14 E	Epstein, Lita. <i>Surviving a Layoff.</i> (Adams, 2009).
331.702 F [NEW/14 DAY]	Farr, Michael. <i>50 Best Jobs for Your Personality.</i> (JIST, 2009).
331.702 F [NEW/14 DAY]	Farr, Michael. <i>100 Fastest-growing Careers.</i> 10 th ed. (JIST, 2009).
371.425 F [NEW/14 DAY]	Farr, Michael. <i>300 Best Jobs Without a Four Year Degree.</i> (3 rd Ed.) (JIST, 2009).
331.25 F [NEW/14 DAY]	Farr, Michael. <i>200 Best Jobs Through Apprenticeships.</i> (JIST, 2009).
650.14 F	Fletcher, Molly. <i>Your dream job game plan: 5 tools for becoming your own career agent.</i> (JIST, 2009).
650.1082 G	Goodman, Michelle. <i>The Anti 9 to 5 Guide: Practical Career Advice for Women Who Think Outside the Cube.</i> (Seal Press, 2007).
650.14 H	Hayden, D.A. <i>From B.A. to Payday: launching your career after college.</i> (Stewart, Tabori & Chang, 2008)
658.11 J	Jones, Nada/Briody, Michelle. <i>16 Weeks to Your Dream Business: A Weekly Planner for Entrepreneurial Women.</i> (McGraw-Hill, 2008).
331.702 K	Krannich, Ron/Krannich, Carol. <i>America's Top 100 Jobs for People Without a Four-Year Degree.</i> (Impact Publications, 2005).
650.14 L	Levinson, Jay. <i>Guerrilla Marketing for Job Hunters 2.0 : 1001 unconventional tips, tricks, and tactics to land your dream job.</i> (John Wiley & Sons, 2009).
331.702 B	Lieber, Ron/Meltzer, Tom et al. <i>Best Entry-Level Jobs: paying your dues without losing your mind.</i> (Princeton Review, 2008).
650.14 M	Myers, Ford. <i>Get the Job you Want, Even When No One's Hiring : take charge of your career, find a job you love, and earn what you deserve!</i> (John Wiley, 2009).
331.702 O [NEW/14 DAY]	<i>150 Great Tech Prep Careers.</i> (Ferguson, 2009)
650.14 P	Pounds, Marcia. <i>I Found a Job! : career advice from job hunters who landed on their feet.</i> (JIST, 2011)
650.1408 R	Ryan, Daniel J. <i>Job Search Handbook for People with Disabilities.</i> 2 nd Ed. (JIST, 2004)

650.13 S	Sautter, Ellen/Crompton, Diane. <i>Seven Days to Online Networking: make connections to advance your careers and business quickly.</i> (JIST, 2008)
650.14 S	Schepp, Brad. <i>How to Find a Job on LinkedIn, Facebook, MySpace, Twitter and other Social Networks.</i> (McGraw-Hill, 2010).

RÉSUMÉS AND COVER LETTERS	
650.14 B	Betrus, Michael. <i>202 Great Cover Letters.</i> (McGraw-Hill, 2008).
650.142 B	Blitzer, Roy J. Hire me, Inc. <i>Résumés and Cover letters that get results.</i> (Entrepreneur Press, 2007)
650.14 B	Bright, Jim. <i>Amazing Resumes: What Employers Want to See – and How to Say it.</i> (JIST, 2009).
650.14	Criscito, Pat. <i>Barron's How to Write Better Résumés and Cover Letters.</i> 2 nd Ed. (Barrons, 2008).
650.14 E	Enelow/Wendy S./Kursmark, Louise M. <i>Expert Résumés for Managers and Executives.</i> (JIST, 2006).
650.14 E	Enelow/Wendy S./Kursmark, Louise M. <i>Expert Résumés for People Returning to Work,</i> 2 nd Ed. (JIST, 2008).
650.142 F [NEW/14 DAY]	Farr, Michael. <i>The quick résumé & cover letter : write and use an effective résumé in only one day.</i> 5 th Ed. (JIST, 2011)
650.14 K	Karsh, Brad. <i>How to say it on your résumé : a top recruiting director's guide to writing the perfect résumé for every job.</i> (Prentice Hall Press, 2009).
650.14 K	Krannich, Ronald L./Banis, William J. <i>High Impact Résumés and Letters.</i> 9 th Ed. (Impact Publications, 2009).
650.14 G [NEW/14 DAY]	Noble, David F. <i>Gallery of best résumés for people without a four-year degree.</i> (JIST, 2009)
650.14 R [NEW/14 DAY]	<i>Résumés for Advertising Careers.</i> (VGM, 2003)..
650.14 R [NEW/14 DAY]	<i>Résumés for Midcareer Job Changes.</i> (VGM, 2006)
650.14 R [NEW/14DAY]	<i>Résumés for the 50+ Job Hunter.</i> 3 rd Ed. (McGraw-Hill, 2009).
650.14 Y [NEW/14 DAY]	Yate, Martin. <i>Knock 'em Dead Cover Letters.</i> (Adams Media, 2008).
650.14 Y	Yate, Martin. <i>Knock 'em Dead Résumés.</i> 8 th Ed. (Adams Media, 2008).

INTERVIEW TECHNIQUES	
650.14 D [NEW/14 DAY]	Dahlstrom, Harry. <i>The Job Hunting Handbook : How to Land an Interview, Impress the Hiring Manager, and Get the Job.</i> (Dahlstrom & Co., 2009)
650.14 D	Darlington, Joy/Schuman, Nancy. <i>The Everything Job Interview Book: All you Need to Make a Great First Impression and Land the Perfect Job.</i> 2 nd Ed. (Adams Media, 2008).
650.14 E	Ennico, Clifford. <i>The Legal Job Interview: Winning the Law-Related Job in Today's Market.</i> (Kaplan, 2008)
650.14 F	Farr, Michael/Gaither, Dick. <i>Next-Day Job Interview: Prepare Tonight and Get the Job Tomorrow.</i> 2 nd Ed. (JIST Works, 2008).
650.14 F	Fry, Ron. <i>101 Smart Questions to Ask on Your Interview.</i> 3 rd Ed. (Course Technology, 2009).
650.14 P	Piotrowski, Katy. <i>The career coward's guide to interviewing : sensible strategies for overcoming job search fears.</i> (JIST Works, 2007).
650.14 W [NEW/14 DAY]	Whitcomb, Susan Britton. <i>Interview Magic: Job Interview Secrets from America's Career and Life Coach.</i> 2 nd Ed. (JIST Works, 2008).

SOURCES FOR SPECIFIC PROFESSIONS	
371.425 F [NEW/14 DAY]	Farr, Michael. <i>Top 100 Computer and Technical Careers.</i> 4 th Ed. (JIST, 2007).
371.425 L [NEW/14 DAY]	Loveland, Elaina C. <i>Creative Careers: Paths for Aspiring Actors, Artists, Dancers, Musicians and Writers.</i> (SuperCollege, 2009).
650.14 R [NEW/14 DAY]	<i>Résumés for Health and Medical Careers.</i> 4 th Ed. (VGM, 2008)
370.23 W	Warner, Jack. <i>Inside secrets of finding a teaching job : the most effective search methods for both new and experienced educators.</i> (Jist Works, 2006).

RE-ENTERING THE JOB MARKET	
650.1408 C	Cohen, Carol Fishman/Rabin, Vivian Stern. <i>Back on the Career Track: a guide for stay-at-home moms who want to return to work.</i> (Warner Business Books, 2007).
650.14 E	Enelow/Wendy S./Kursmark, Louise M. <i>Expert Résumés for People Returning to Work.</i> (JIST, 2007).
650.14 G	Ghilani, Mary E. <i>10 strategies for re-entering the workforce : career advice for anyone who needs a good (or better) job now.</i> (Praeger, 2009)
331.702 K	Krannich, Ron/Krannich, Carol. <i>America's Top Jobs for People Re-entering the Workforce.</i> (Impact Publications, 2005).

CIVIL SERVICE	
SA 353.001 C	<i>Civil Service Career Starter</i> , 3rd ed. (Learning Express, 2007)
SA 352.65 C	<i>Civil Service Exams: the complete preparation guide</i> . (Learning Express, 2007).
SA 351.3 C	<i>Civil Service Handbook</i> . 15 th Ed. (Arco, 2005)
650.142 W [NEW/14 DAY]	<i>How to Write the Perfect Federal Job Resume & Resume Cover Letter</i> . (Atlantic Publishing Co., 2010).
SA 351.3 A	<i>Master the Civil Service Exams</i> . 3 rd Ed. (Arco, 2005)
351.7302 W	Whiteman, Lily. <i>How to land a top-paying federal job : your complete guide to opportunities, internships, résumés and cover letters, application essays (KSAs), interviews, salaries, promotions, and more!</i> (AMACOM, 2008).

INSPIRATIONAL READING	
658.311 A	Anderson, Dave. <i>TKO hiring: ten knockout strategies for recruiting, interviewing and hiring</i> . (Wiley, 2008)
650.14 F	Fields, Jonathan. <i>Career Renegade: how to make a great living doing what you love</i> . (Broadway Books, 2009).
650.14 K	Krannich, Ron/Krannich, Caryl Rae. <i>No one Will Hire Me!: Avoid 17 Mistakes and Win the Job</i> . 3 rd Ed. (Impact, 2007).
646.32 N	Nicholson, JoAnna. <i>Dressing smart for men : 101 mistakes you can't afford to make—and how to avoid them</i> . (Impact Publications, 2004).
331.702 P	Piven, Joshua. <i>The Escape Artists: true stories of people who turned their obsessions into Professions</i> . (McGraw-Hill, 2007).
650.14 R	Richardson, Bradley G. <i>Career comeback : 8 steps for getting back on your feet when you're fired, laid off, or your business venture has failed—and finding more job satisfaction than ever</i> . (Broadway Books, 2004.)
R 650.14 R	Rogers, Roxanne S. <i>Get a job you love</i> . (Financial Publishing, 1996).
650.14 S	Skillings, Pamela. <i>Escape from corporate America : a practical guide to creating the career of your dreams</i> . (Ballantine Books, c2008).
332.024 W Also PB NF W	<i>What color is your Parachute?</i> (Ten-Speed Press, 2008).
650.14 S	Shapiro, Cynthia. <i>What does somebody have to do to get a job around here: 44 insider secrets and tips that will get you hired</i> . (St. Martin's Griffin, 2008).

MISCELANEOUS

Location	Periodicals
MAGAZINE AREA – Main Floor	The Chief (civil service employees weekly newspaper)** http://www.thechief-leader.com/public/marketplace.php?AdType=NSROP&publisher=ChiefLeader&filter=Classifieds
REFERENCE Lower Level	ONLINE DATABASES
Reference & Home Access (Available with a HW library card)	Career Cruising is an interactive career resource designed for people of all ages. If you want to find the right career, explore different career options, or plan future education and training, you've come to the right place!
Reference & Home Access (no library card required)	Community Resource Database of Long Island Search our database of over 12,000 Health, Human Service and Educational resources on Long Island. Find agencies and programs that can help you!
Reference & Home Access (Available with a HW library card)	Ferguson's Career Guidance Center provides profiles of more than 2,050 of today's most popular jobs in more than 94 industries.
Reference & Home Access (Available with a HW library card)	LearningExpress Library provides a completely interactive online learning platform of practice tests and tutorial course series designed to help patrons, students, and adult learners succeed on the academic or licensing tests they must pass. You'll get immediate scoring, complete answer explanations, and an individualized analysis of your results.
Reference & Home Access (Available with a HW library card)	Testing & Education Reference Center Taking a college entrance or licensing exam? Looking for a college or graduate school? Need help finding scholarships? Use this database to search thousands of college and graduate school entries. Identify scholarships that meet their financial needs. Take on-line practice tests and use test prep eBooks to obtain your education goals. In addition, the Testing & Education Reference Center includes Essay Edge and Resume Edge to help users organize and write application essays and resumes.

WEB SITES	
America's Career InfoNet: U.S. Dept. of Labor site	http://www.acinet.org/acinet/
America's Job Exchange: over 670,000 jobs with links to NY and other state job banks	http://www.americasjobexchange.com/
Brooklyn Public Library Education & Job Information Center Resource Guides , including: *Job Hunting and Career Websites (PDF) * Online Tutorials for Computer Skills & Job Hunting (PDF)	http://www.brooklynpubliclibrary.org/ejic_referral_list.jsp http://www.brooklynpubliclibrary.org/pdf/ejic/Career_Employment_Internet.pdf http://www.brooklynpubliclibrary.org/pdf/ejic/OnlineTutorials.pdf
CareerBuilder: 70+ sites for jobs around the country and around the corner	http://www.careerbuilder.com/
CareerOneStop: one stop for career info and their worker re-employment portal (skills, jobs, careers, benefits,& insurance info)	http://www.careeronestop.org/ http://www.careeronestop.org/ReEmployment/Default.aspx
Careers in the Military	http://careersinthemilitary.com/
CareerZone: NYS Department of Labor	http://www.nycareerzone.org/
Employment Opportunities in New York State Government	http://www.cs.state.ny.us/jobseeker/public/
HempsteadWorks: Town of Hempstead affiliated career center	http://hempsteadworks.com/
Idealist.org: non-profit career center	http://www.idealist.org
Internet Business Network	http://www.interbiznet.com/eeri/hunt/map.html
LISTnet: Long Island Software & Technology Network	http://www.listnet.org/
Monster.com	http://www.monster.com
Nassau BOCES: On-line Application System for jobs in education	https://www.pnwboces.org/teacherapplicationSSL/
Nassau County Department of Civil Service	http://www.nassaucivilservice.com/NCCSWeb/homepage.nsf/HomePage?ReadForm

New York State job bank	http://www.labor.state.ny.us/careerservices/CareerServicesIndex.shtm
Occupational Outlook handbook	http://stats.bls.gov/oco/ocoiab.htm
Occupational Outlook Quarterly	http://www.bls.gov/opub/ooq/ooqhome.htm
Occupations Licensed by the State of New York	http://www.dos.state.ny.us/lcns/licensing.html
Peterson's education & career center	http://www.petersons.com/
PSC-Net: government jobs	http://www.pse-net.com/
Riley Guide: gateway to job search sites, resume information	http://www.rileyguide.com/
SimplyHired.com	http://www.simplyhired.com
True Careers: up-to-date postings for mid-career professionals in a variety of fields	http://www.truecareers.com
USA Jobs: Federal Jobs	http://www.usajobs.opm.gov/
U.S. News & World Report Best Careers	http://www.usnews.com/sections/business/best-careers/
U.S. News & World Report: Money & Business	http://www.usnews.com/sections/business/index.html
Wetfeet.com: entry-level job info	http://wetfeet.com

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