



## CAREER RESOURCES - UNIVERSITY LIBRARY

Compiled by the Career Services Office, University of Wisconsin-Stevens Point  
Updated September 2010.

The following are hard copy resources available in the Reference Room of the UWSP Library to aid you in researching careers and identifying employers. Depending on the specific information you seek there may be many other e-book and hard copy resources available, so be certain to check the online catalog and ask the Reference Librarian for assistance. This is not intended to be a comprehensive listing, but rather a sampling of materials that you might find useful. Also check the resources available in the Career Services Office library, located in 134 Old Main.

### OCCUPATIONAL & JOB SEARCH INFORMATION

- 50 Best College Majors for Secure Future** Ref/HF5382.5 .U5 S4634 (2010)  
Education paths which are most likely to connect to rewarding careers during flourishing and floundering economic climates.
- 150 Best Recession-Proof Jobs** Ref/HF5382.5 .U5 A594 (2009)  
75 lists rank the best recession-proof jobs by pay, growth, and openings, plus by education level, personality type, career clusters/interests, age, part-time work, and self-employment.
- 200 Best Jobs for Renewing America** Ref/HF5382.5 .U5 S4635 (2010)  
President Obama's American Recovery and Reinvestment Act aims to create or save three million jobs. This book describes jobs that will benefit from the six main initiatives targeted for renewal.
- Adams Job Interview Almanac** Ref/HF5549.5.16 A3 (2005)  
Answers and advice for over 1800 interview questions plus complete interviews for all jobs and industries.
- Alternative Teacher Certification: A State by State Analysis 2007** Ref/LB1771 .F45 (2007)  
Detailed description of the programs that each state offers to persons who already have at least a Bachelor's degree and are seeking to become licensed to teach.
- American Salaries & Wages Survey** Ref/HD6983 .A72 (2007)  
Statistical data of salaries and wages of 2,796 American occupations.
- Career Information Center:** Ref/HF5382.5.U5 C32 (2007)  
Vol. 1 – Agribusiness, Environment & Natural Resources  
Vol. 2 – Communication & the Arts  
Vol. 3 – Computers, Business, & Office  
Vol. 4 – Construction  
Vol. 5 – Consumer, Homemaking & Personal Services  
Vol. 6 – Engineering, Science, Technology & Social Science  
Vol. 7 – Health  
Vol. 8 – Hospitality & Recreation  
Vol. 9 – Manufacturing  
Vol. 10 – Marketing & Distribution  
Vol. 11 – Public & Community Services  
Vol. 12 – Transportation  
Vol. 13 – Employment Trends and Master Index
- Career Opportunities for Writers** Ref/HF5382.5.U5 G94 (2000)  
Complete guide to more than 100 jobs for writers and editors.
- Career Opportunities in Art** Ref/HF5382.5.U5 H38 (2001)  
Information on more than 75 different careers in the art world, covering details as salary range, duties and employment prospects. Also explores working artists, museums, art journalism, galleries and auctions.
- Career Opportunities in Education** Ref/HF5382.5.U5 E288 (2001)  
Complete guide to over 90 careers in education.
- Career Opportunities in Law Enforcement, Security, and Protective Services** Ref/HV8143 .E24 (2000)  
Complete guide to more than 75 careers in law enforcement.
- Career Opportunities in Politics, Government, and Activism** Ref/HF5382.5.U5 A94 (2003)  
Complete guide to over 70 careers in politics, govt., and activism.
- Career Opportunities in Radio** Ref/HE8689.4 .F54 (2004)  
Complete guide to more than 70 careers in radio.
- Career Opportunities in the Film Industry** Ref/HF5382.5.U5 Y34 (2003)  
Complete guide to over 70 careers in the film industry.
- Career Opportunities in the Music Industry** Ref/HF5382.5.U5 F525 (2010)  
Complete guide to over 80 careers in the music industry.
- Career Opportunities in the Sports Industry** Ref/HF5382.5.U5 F523 (2010)  
Complete guide to over 70 sports-related jobs.
- Career Opportunities in Theater and the Performing Arts** Ref/PN1580 .F5 (2006)  
Comprehensive guide to over 80 jobs in theatre and performing arts.
- Careers in Art** Ref/HF5382.5.U5 C245 (2000)  
Comprehensive guide to careers in art, offering descriptions of the five major field divisions.
- Careers in Journalism** Ref/HF5382.5.U5 G663 (2000)  
Comprehensive guide to careers in journalism, including preparation, options, and job opportunities.
- Careers in Publishing** Ref/Z471 .C36 (2002)  
Information, descriptions, and advice on a variety of jobs in the field of publishing.
- Careers in Technical Theater** Ref/PN2091.S8 L299 (2007)  
Explains more than twenty different careers from the perspective of successful theater artists. Included are specialties that have been around for decades, as well as those still emerging in the field.
- College Majors and Careers** Ref/HF5382.5 .U5 P445 (2009)  
Sub title – A Resource Guide for Effective Life Planning. Provides advice to college students exploring career options based on college majors, covering more than 60 majors and 300 hundred career paths.
- College Majors Handbook with Real Career Paths and Payoffs** Ref/ HF5382.5.U5 F644 (2004)  
Actual jobs, earnings, and trends for graduates of 60 college majors
- The Comprehensive Guide to Careers in Sports** Ref/HF5382.5 .U5 W64 (2009)  
Information on what students should consider and expect from the varied career options available to them in the sports industry, including courses to take, areas available, salaries, and job search strategies.
- Developing a Professional Vita or Resume** Ref/HF5383 .M18 (1997)  
Covers all vital steps in creating a resume.
- Exploring Health Care Careers** (2 volumes) Ref/R690.E97 (2006)  
Opportunities, requirements, responsibilities, and expectations associated with jobs in health care. Emphasis on interviews with professionals already at work in the field.
- Gallery of Best Resumes** Ref HF5383.N62 (2007)  
Thousands of sample resumes submitted by resume writers from across the country.
- Green Careers (set of 6 volumes)** Ref HF5382.G72 (2010)  
Each volume covers one general "green" career field.
- Green Careers: Choosing Work for a Sustainable Future** Ref/HF5382 .C34 (2009)  
Ninety different occupations in 12 different career groups, and over 60 case studies and interviews of people working in green jobs.
- Green Collar Jobs: environmental careers for the 21<sup>st</sup> century** Ref HF5382.D45 (2010)  
Examines all aspects of green careers with chapters describing specific types of jobs and career paths.
- High Impact Resumes and Letters** Ref/HF5383.K7 (2006)  
Complete guide to writing an effective resume.
- Introduction to the Health Professions** Ref/R690 .S727 (2009)  
Includes careers in communication impairments, dietetics, psychology, health care, social work, veterinary medicine, and hospital administration as well as MDs, RNs, etc.
- Job Choices: Diversity Edition** Ref/HF5382.5.U5 J62(Annual)  
Job search information for new college graduates with emphasis on issues of interest to diversity students, and guide to employers seeking entry level diversity employees
- Job Choices for Business & Liberal Arts Students** Ref/HF5382.5.U5 J623 (Annual)  
Job search information for new college graduates and guide to opportunities in the non-technical fields.
- Job Choices in Science, Engineering, & Technology** Ref/HF5382.5.U5 J624 (Annual)  
Job search information for new college graduates and guide to opportunities in the technical and health care fields.
- Knock 'Em Dead 2008: the ultimate job search guide** Ref/HF5549.5.16 Y37 (2007)  
Information on Internet resources for job searching, networking, and company research. Also: using online resources and techniques to tap into the hidden job market; negotiating salary and benefits packages; preparing to answers to interview questions; writing the most effective resume.
- Occupational Outlook Handbook** Ref/HF5382.5.U5 O25 (Biannual)  
Describes jobs, education & training requirements, advancement possibilities, earnings, and outlook. (Occupational Outlook Quarterly - updates to the Handbook, are now located in Documents, 6th floor.)
- Salary Survey** Ref/HD6278.U5 C685 (latest 3 years)  
Compiled quarterly by the National Association of Colleges and Employers, this report consists of starting salary offers made to new college graduates by employers in business, industry, government, and by nonprofit and educational institutions.
- The Resume Kit** Ref/HF5383 .B33 (2000)  
Provides proven techniques for writing the perfect resume and includes over 80 sample resumes and cover letters.
- The Top 100 : the fastest-growing careers for the 21st century** Ref/HF5382 .T59 (2009)  
This new guide details the jobs predicted to have the fastest growth and the best earnings in the coming years, according to statistics from the U.S. Department of Labor.

- Top 100 Computer and Technical Careers** Ref/Hf5382.2.U5 F376 (2009)  
Job seekers and students find everything they need to research careers; learn about pay, outlook, education, and skills for the 100 jobs.
- Where the Jobs Are: The Hottest Careers for the 21<sup>st</sup> Century** Ref/HF5382.75.U6 S3 (2000)  
Provides a focused picture of the job market, including current trends and industries that offer the greatest career opportunities. Job opportunities include health care, finance, education and technology.

### **DIRECTORIES OF EMPLOYERS, ORGANIZATIONS AND/OR JOBS**

- American Art Directory** Ref/N50 .A54 (2005-06)  
Alphabetical and geographical listing of art organizations, schools, museums, councils, etc., in the US and Canada.
- American Wholesalers and Distributors Directory** Ref/HF5421 .A615 (2004)  
Comprehensive guide offering industry details on more than 26,000 wholesalers and distributors in the US.
- Artist's & Graphic Designer's Market** Ref/N8600 .A77 (2010)  
Lists 2,500 markets, including magazine, book and greeting card publishers; galleries; art publishers and ad agencies.
- Broadcasting & Cable Yearbook** Ref/HE8664 .B76 (2009)  
Comprehensive directory covering radio, television, cable, satellites, programming, advertising, marketing, technology, & professional services.
- Conservation Directory (with access to online version)** Ref/S920 .N38 (2005-06)  
List of organizations, agencies & officials concerned with natural resource use & management.
- Consultants & Consulting Organizations Directory (2 volumes)** Ref/HD69.C6 C65 (2009)  
Lists and describes thousands of consulting firms and independent consultants in the US & Canada.
- Consumer Sourcebook** Ref/HC110.C63 C638 (2006)  
Subject guide to approximately 7000 federal, state, and local government agencies/offices; national, regional, and grassroots associations and organizations; information centers, clearinghouses, and related consumer resources.
- The Dance Directory of Ballet Companies** Ref/GV1785.8 .P48 (2000)  
Listing of ballet companies including audition requirements and contact information.
- Directory of American Firms Operating in Foreign Countries (4 volumes.)** Ref/HG4057 .D572 (2007)  
Information on 2600 corporations which have some 19,000 subsidiaries and affiliates in 127 countries.
- Directory of Foreign Firms Operating in the United States** Ref/HG4057 .D573 (2008)  
Information on more than 1600 foreign firms in 54 countries and nearly 2700 businesses in the US which they own, wholly or in part.
- Directory of Small Press & Magazine Editors & Publishers** Ref/Z282 .D57 (Biannual)  
Names, addresses and phone numbers of over 6,000 editors and publishers.
- Encyclopedia of American Industries (2 volumes)** Ref/HC102 .E53 (2005)  
Provides detailed, comprehensive information on a wide range of industries in every realm of American business.
- Encyclopedia of Associations (3 volumes/5 books)** Ref/HS17.G3 (2002)  
Guide to national & international organizations.
- Encyclopedia of Associations: Regional, State, and Local Organizations** Ref/HS17 .E53 (2001)  
Vol. 1 - Great Lakes States  
Vol. 2 - Northeastern States  
Vol. 3 - Southern and Middle Atlantic States  
Vol. 4 - South Central and Great Plains States  
Vol. 5 - Western States
- Encyclopedia of Business Information Sources** Ref/HF5353 .E9 (2006)  
Designates sources according to industry, product & process, function & service.
- Gale Directory of Publications and Broadcast Media (5 volumes)** Ref/Z6951 .I58 (2006)  
Identifies U. S. and international media, covering newspapers, magazines, journals and other periodicals as well as radio, television, cable stations and systems.
- How to Get a Job in Europe** Ref/HF5549.5.E45 M26 (2003)  
Names and addresses of over 2,000 employers in 39 countries, plus essential information on European job-hunting.
- International Directory of Little Magazines & Small Presses** Ref/Z6944.L5 I58 (2009-10)  
Includes contact information and descriptions of over 6,000 markets for writers.
- International Pulp and Paper Directory** Ref/TS1088 I48 (2001)  
Comprehensive worldwide guide to the pulp and paper industry.
- Literary Market Place (2 volumes)** Ref/PN161 .L5 (Annual)  
Directory of American book publishing companies; includes contact names & telephone numbers.
- Lockwood-Post Directory of the Pulp & Paper Mills** Ref/TS1088 .L82 (2007)  
Covering North, Central and South America.
- Manufacturing and Distribution U.S.A. (3 volumes)** Ref/HG4057 .M363 (2003)  
Industry analyses and statistics on leading companies in manufacturing, the wholesale trade, and the retail sector.
- Million Dollar Directory (5 volumes)** Ref/HG4057 .A35 (2002)  
Listings appear alphabetically, geographically, & by industry classification.
- National Directory of Magazines** Ref/Z6941 .N28 (2002)  
Comprehensive guide to U. S. and Canadian magazines by subject matter, geography, and title.
- National Job Bank** Ref/HF5382.5.U5 N34 (2002)  
Listings of employers according to state, identifying employer names, contact people, addresses, telephone numbers, and thumbnail sketches of each business.
- Patterson's American Education** Ref/L901 .P3 (2010)  
Contains information on 13,000 public school districts, 30,000 public secondary schools, 3,000 private and Catholic secondary schools and more than 7,000 post-secondary schools in the US.
- Patterson's Elementary Education** Ref/L901 .P33 (2010)  
Contains information on 13,000 public school districts, 60,000 public elementary schools and 11,300 private and Catholic elementary schools in the US.
- Research Centers Directory (2 volumes)** Ref/AS25 .R47 (2002)  
Guide to university related & other non-profit research organizations carrying on continuing research programs in varied fields.
- Sports Market Place** Ref/GV744 .S66 (2009)  
Information on professional and amateur sports organizations and governing bodies, sports broadcast and print media, sports promotion and marketing, sports equipment/apparel/footwear suppliers, professional teams, etc.
- State of Wisconsin Blue Book** Ref/JK6074 .A35 (Biannual)  
Complete index of state government in Wisconsin, including narrative and statistical information.
- Summer Jobs Worldwide** Ref/HF5382.55 .S86 (Annual)  
Contains thousands of summer job openings worldwide, plus full information on visa and work permit regulations & procedures.
- Summer Theatre Directory** Ref/PN2269 .S95 (Biannual)  
National guide to summer employment for professionals and students; opportunities in summer theatres and summer training programs.
- The Top 100: The Fastest-Growing Careers for the 21<sup>st</sup> Century.** Ref/HF5382 .T59 2009  
Occupations – United States. Vocational Guidance.
- Ward's Business Directory of U.S. Private and Public Companies (9 volumes)** Ref/HG4057 .W38 (2000)  
Comprehensive guide to 90,000 companies providing complete information in alphabetic and geographic forms; includes rankings of top companies, employers and companies within SIC.
- Who Owns Whom: North & South America (2 volumes)** Ref/HG4057 .W56 (2000)  
Shows ownership of subsidiary and associate companies and how they fit into their parent groups.
- Wisconsin Business-to-Business Marketing Directory** Ref/HG4058 .W52 (2009)  
Names, addresses, telephone numbers, and SIC codes for over 185,000 Wisconsin employers.
- Wisconsin Business Service Directory** Ref/HG4058 .W54 (2006)  
9600+ listings of information on WI non-manufacturing companies and their branch operations.
- Wisconsin Lawyer. Special Directory Issue.** Ref/KF192.W6 W57 (2008)  
Includes a list of WI law firms including addresses and phone numbers.
- Wisconsin Manufacturers Directory** Ref/HG4058 .W58 (2006)  
Information on Wisconsin manufacturers presented by company name, geographic location, and product classification.
- Wisconsin Manufacturers Register** Ref/HG4058 .W56 (Annual)  
Contains listings of Wisconsin manufacturers by product, city, and alphabetically.
- Wood and Wood Products Red Book** Ref/TS803 .W66 (2009)  
Includes a directory of wood and wood products manufacturers and distributors.
- Working Press of the Nation** Ref/Z6951 .W6 (2000)  
Vol. 1 - Newspaper Directory  
Vol. 2 - Magazines & Internal Publications Directory  
Vol. 3 - TV & Radio Directory
- World Chamber of Commerce Directory** Ref/HF294 .W75 (2009)  
List of U. S. Chambers of Commerce, State Boards of Tourism, Convention & Visitors Bureaus, Economic Development Organizations, Canadian Chambers of Commerce, Foreign Chambers of Commerce, Foreign Embassies in the U. S., U. S. Embassies, etc.
- Writer's Market** Ref/PN161 .W83 (Annual)  
Includes 4,000 places to sell your articles, books, short stories, novels, plays, scripts, greeting cards, and fillers.
- Yearbook of International Organizations (2 books)** Ref/JX1904 Y43 (2004-05)  
Guide to global civil society networks.

**GRADUATE/PROFESSIONAL STUDY RESOURCES**

- ABA-LSAC Official Guide to ABA Approved Law Schools** Ref/KF266 .A25 (2005)  
Description of ABA approved law schools as well as information on the application process and legal careers.
- Best 174 Law Schools** Ref/LB2371.4 .O94 (2009)  
Provides student survey-driven profiles of the nation's top law schools as well as statistical information about accredited law schools.
- The Complete Scholarship Book** Ref/LB2338 .C653 (2000)  
Published by FastWeb.com, this resource contains more than 5,000 scholarship and grant sources.
- Educational Rankings Annual** Ref/LB2331.63 E34 (2006)  
Over 2,000 rankings and lists relating to education.
- Graduate Study in Psychology** Ref/LB2371 .G725 (2005)  
Complete guide to graduate study in psychology including admissions policies, application processes, and program listings.
- Insider's Guide to Graduate Programs in Clinical & Counseling Psychology** Ref/LB2371 .M395 (04-05)  
Application information and odds, admissions criteria, and research areas of over 230 programs.
- Medical School Admission Requirements** Ref/R745 .M43 (Biannual)  
Offers information collected by the Association of American Medical Colleges for U. S. & Canadian programs.
- Money for Graduate Students in the Humanities** Ref/LB2337.2 .M664 (2001)  
Guide to financial aid for graduate students in the humanities.
- Money for Graduate Students in the Social Sciences** Ref/LB2337.2 M667 (2001)  
Guide to financial aid for graduate students in the social sciences.
- Peterson's Annual Guide to Graduate Study** Ref/LB2371 .P48 (Annual)  
Vol. 1 - Graduate & Professional Programs-An Overview  
Vol. 2 - Humanities, Arts, and Social Sciences  
Vol. 3 - Biological Sciences  
Vol. 4 - Physical Sciences, Mathematics, Agricultural Sciences, the Environment & Natural Resources  
Vol. 5 - Engineering and Applied Sciences  
Vol. 6 - Business, Education, Health, Information Studies, Law, and Social Work
- Peterson's MBA Programs** Ref/LB2371 .P49 (2005)  
Detailed information on more than 700 U.S., Canadian, and select international business schools and the programs they offer.
- Peterson's Nursing Programs** Ref/LB2372.N88 P47 (2007)  
Comprehensive guide that profiles over 2,000 accredited programs at nearly 700 institutions in the US and Canada.