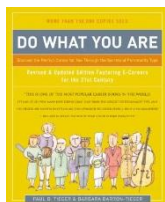


Job and Career Resources

What Do I Want to Do?

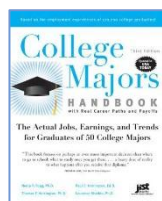
Resources to Generate Ideas



Do What You Are by Paul and Barbara Tieger

BF698.9.O3 T54 2007 (Career & College Section)

This book is great place to find jobs and careers , which will be a perfect match for your personality and the type of person you are.



Colleges and Majors Handbook by Neeta Fogg

HF5382.5.U5 F644 2012 (College & Career Section)

Describes the different jobs, salaries, and employers that graduates with a particular major can expect, divided into such areas of study as business, engineering, humanities, and social sciences, and provides employment outlooks.

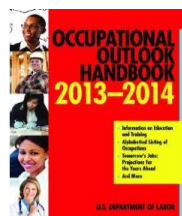
Websites:

Glendale Community College Career and Employment Services
<http://live.glendale-cc.gotpantheon.com/career-and-employment-services>

What Can I Do With A Major In. . .
<http://uncw.edu/career/WhatCanIDoWithaMajorIn.html>

What Careers Are There?

Information on Careers: Job Requirements, Pay, Outlook & More

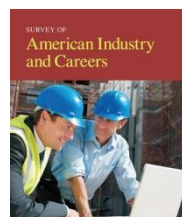


Occupational Outlook Handbook (OOH) by BLS

HF5382.5.U5 O24 2012/13 (College & Career Section)

Also online at: <http://www.bls.gov/ooH/home.htm>

This resource, both in print and online is the ultimate resource for information on nearly every job/career, complete with descriptions of day-to-day activities, work environments, required qualifications, pay, and employment outlooks.



Survey of American Industries and Careers

HF5382.5 .U5 S87 2012 (College & Career Section)

Also Available Online:

Similar to the OOH resource, this resource is available both in print and online and is an invaluable tool in discovering information on careers, industries, job information, industry outlooks and more. . .

Places to Find College & Career Info in the Library



The College & Career Section

The College & Career Collection in the library brings together all of the diverse college and career materials of the library into one place. Therefore, whether you are looking for career ideas, researching a particular career or industry, looking for a college or certification test guide, or preparing to write you resume and interview, you will definitely find the information you are seeking.

The Career Study Guide

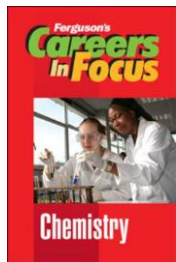
The library also has a study guide specifically geared to our Career Resources. This guide contains information not only on our print collections, but links to databases and websites that can also be invaluable. To visit the study guide go to *Guides* on the library home page and under *Subject Guides*, select *Careers*, or visit the webpage at:

<http://lib.gccaz.edu/lmc/help/guides/guide.cfm?guide=74>

The Book Catalog

As well, the library has rich collections of books and multimedia resources that can be search via the [Online Catalog](#) found through the *Books and Videos* link on the home page.

Careers Continued. . .



Careers in Focus Book Series

College & Career Section – [Search the Catalog for a Full Listing](#)

The Careers in Focus series includes nearly 100 titles exploring different career industries and career fields. Whether you're interested in a career in chemistry, mechanics, nursing, biology, sales, or education, you will find a title focused to your interest. With numerous suggested careers in the area, along with detail job descriptions and industry outlooks this series is a great place to start looking for career information.

Other Significant Resources:

Encyclopedia of Careers and Vocational Guidance – **Career & College Section, HF5381 .E52 2011**

Career Information Center– **Career & College Section, HF5382.5.U5 C32 2007**

Career Opportunities In. . . Books -- **College & Career Section – [Search the Catalog for a Full Listing](#)**

Arizona Career Information Center -- <https://azcis.intocareers.org/default.aspx>

My Next Move -- <http://www.mynextmove.org/>

Getting the Job?

Certification, Education, Job Searching, Resumes/Cover Letters, Interviewing and More. . .

Colleges:

College Handbook, **Career & College Section, LB2351.A1 C6 2013**

College Blue Book, **Career & College Section, LA226 .C6855 2013**

College Navigator, <http://nces.ed.gov/collegenavigator/>

Testing and Certification:

A+ Computer Certification Test: [Books in the Catalog](#)

NCLEX Nursing Certification Test: [Books in the Catalog](#)

PCAT Pharmacology Test: [Books in the Catalog](#)

Job Searching, Resumes, and Interviewing

How to Write Better Resumes and Cover Letters, **Career & College Section, HF5383 .C742 2013**

Knock 'Em Dead Cover Letters, **Career & College Section, HF5383 .Y378 2012**

Resumes for Dummies, **Career & College Section, HF5383 .K424 2011**

[Films on Demand: Career and Job Search](#), **Database Resources, Found on Guide or Databases Page**

Also, visit our guide for even more resources, including job search engines, Career Books, Online Resources, and Resources from Glendale Community College found at:

<http://lib.gccaz.edu/lmc/help/guides/guide.cfm?guide=74>

And Ask A Librarian if You Want Assistance! ! !

**GCC Main Library
6000 West Olive Avenue
Glendale, Arizona 85302
623.845.3109**

**GCC North Library
5727 W. Happy Valley Rd
Glendale, AZ 85310
623.845.4109**