

The Doña Ana Branch Community College Library System has many resources to help you when preparing your resume, cover letter, job searching or trying to find information about various careers. The following is a select list of reference books and Web sources. By no means is this list complete, just a few to get you started!

career books & other materials

Reference Books

- ***O*NET Dictionary of Occupational Titles*** (Ref HB 2595 .016)
Compiled by the Bureau of Labor Statistics, it contains the most accurate and up-to-date information on virtually every occupation in the workplace.
- ***Occupational Outlook Handbook*** (Ref HF 5381 .U62)
For each job, this handbook discusses the nature of the work, working conditions, job outlook, training and education needed, earnings, related occupations, and additional information sources, including Web sites. The book is packed with practical, current information, and it is invaluable for anyone doing career research, writing resumes, preparing for interviews, or writing job descriptions.
- ***The American Almanac of Jobs and Salaries*** (Ref HD 8038 .U5 .W74)
Provides hard information on job descriptions, salary ranges, and advancement chances.
- ***Occupational Encyclopedia of Careers and Vocational Guidance*** (Ref HF 5381 .E52)
This four-volume set includes more than 700 articles that have been revised and updated to reflect accurate, up-to-date career information. Each article offers expanded career information, a bibliography, sidebars and other user-friendly features, as well as an extended profile of an industry professional. Spotlighted are the top ten fastest growing careers and the top ten careers that experts predict will add the greatest number of positions up to the year 2010.
- ***Vocational Careers Sourcebook*** (Ref HF 5382.5 .U5)
Where to find help planning careers in skilled, trade, and non-technical vocations.
- ***Jobs Rated Almanac: The Best and Worst Jobs...*** (Ref HF 5382.5 .U5 .K72)
From the editors of the Wall Street Journal's Career Journal.com, this up-to-the minute almanac rates the 250 best and worst jobs, ranked by such factors as current salary and future prospects, stress risks, safety and security, environmental conditions, physical demands, career outlooks, travel opportunities, and special perks.

Circulating Materials

The DABCC main library has many books and videos available to check out or to use while in the library. Materials on **cover letters**, **resumes**, and **job interviews** can generally be located by call numbers HF 5382 through HF 5549.5.

In addition to our print collection, as a free service, the DABCC Libraries have a variety of electronic books available through **netLibrary**, such as:

- ◆ *The Job Hunting Guide: Transitioning From College to Career*
- ◆ *The Ultimate Career Success Workbook*
- ◆ *Exploring Careers: A Young Person's Guide to 1,000 Jobs*
- ◆ *America's Top 300 Jobs: A Complete Career Handbook*
- ◆ *VGM's Careers Encyclopedia*

career web sites

- **Department of Labor** (www.dol.gov)
Information about the US Department of Labor including laws and regulations, statistics and programs and services the DOL offers. A job bank is also included.
- **Occupational Outlook Handbook** (www.bls.gov/oco/)
Up-to-date information and descriptions of jobs. Information on earnings, training, skills required, and projected growth. From the U.S. Department of Labor.
- **Riley Guide** (www.rileyguide.com)
Guide to job hunting sites on the Internet. Up to date list on employment resources available online. Continuously ranked as one of the overall best sites for job hunting.
- **Salary Calculator** (www2.homefair.com/calc/salcalc.html)
Use this calculator to compare the cost of living in hundreds of US and international cities.
- **What Color is Your Parachute Online** (www.jobhuntersbible.com)
Information about the US Department of Labor including laws and regulations, statistics and programs and services the DOL offers. A job bank is also included.

job searching web sites

The following links include position advertisements, job listings, and online resumes for job searchers. When looking for a job, you may also want to try the classifieds in various newspapers.

America's Job Bank	www.ajb.dni.us
Career Builder	www.careerbuilder.com
CareerCity	www.careercity.com
Classifieds2000	www.classifieds2000.com
Hotjobs	www.hotjobs.com
JobWeb	www.jobweb.org
Monster Jobs	www.monster.com
USA Jobs (Government Jobs)	www.usajobs.opm.gov