

# CAREER CENTER BOOK LIST

Winter, 2005

## FOCUS GROUP CAREER INFORMATION

### CAREER INFORMATION FOR PEOPLE WITH DISABILITIES:

Career Success for People with Physical Disabilities	1997
<b>Disabilities, Different Abilities: A New Perspective for Job Hunters</b>	<b>2003</b>
<b>Handbook of Career Planning for Students with Special Needs</b>	<b>2004</b>
Learning A Living: A Guide to Planning Your Career and Finding A Job For People with Learning Disabilities, ADD, and Dyslexia	2000
Job Hunting For the So-Called Handicapped	2001
Job Search Handbook for People with Disabilities	2000

### WOMEN'S CAREER INFORMATION:

Careerpreneurs: Lessons from Leading Women Entrepreneurs	2000
Hard-Hatted Women	1997
If I Don't Do It Now...Career Makeovers for the Working Women	2001
Imagine Loving Your Work	1993
The Mom Economy	2003
We'll call You If We Need You: Experiences of Women Working Construction	1998
Women in Career & Life Transitions	2000

### MULTICULTURAL CAREER INFORMATION:

Career Success For The Color-Blind	2000
The Minority Career Guide	1993
Opportunities for Minority Students in United States-Dental Schools	1999

### MATURE WORKER CAREER INFORMATION:

50 Plus! Critical Career Decisions for the Rest of Your Life	2002
Age Advantage: Making the Most of Your Mid-Life Career Transition	2000
<b>Change Your Job Change Your Life</b>	<b>2005</b>
Don't Stop the Career Clock: Rejecting the Myths of Aging	1999
How to Find Your New Career upon Retirement	1995
Second Careers: New Ways to Work after 50	1992
So What If I'm 50?	1996
<b>Retire Smart Retire Happy Finding Your True Path in Life</b>	<b>2004</b>
The Mid-Career Tune-Up	2000
The Over 40 Job Guide	1993

(Titles listed in bold print are new books)

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## RESUME / INTERVIEW PREPARATION INFORMATION

<b>24 Hours To The Perfect Interview</b>	<b>2004</b>
101 Best Dot Com Resumés and Cover Letters	2001
<b>101 Best Tech Resumés</b>	<b>2003</b>
101 Dynamite Answers to Interview Questions	1999
101 Dynamite Questions to Ask at Your Job Interview	2000
<b>101 Grade A Resumés for Teachers</b>	<b>2003</b>
<b>101 Smart Questions to Ask in Your Interview</b>	<b>2003</b>
Ace the Technical Interview	1998
<b>America's Top Resumés for America's Top Jobs</b>	<b>2002</b>
Behavior-Based Interviewing	2000
<b>Best Resumés for People Without a Four-Year Degree</b>	<b>2004</b>
<b>Boost Your Interview IQ</b>	<b>2004</b>
Building Professionals Creating a Successful Portfolio	2003
<b>Career Change Resumé, The</b>	<b>2003</b>
<b>Career Portfolio Workbook, The</b>	<b>2003</b>
Complete Resumé Job Search Book for College Students, The	1999
Conducting Better Job Interviews	1997
<b>Cover Letter Magic</b>	<b>2004</b>
<b>Cyber Space Resumé Kit</b>	<b>2001</b>
Damn Good Resumé Guide, The	2002
E Resumés	2002
Electric Resumé & Online Networking	2000
Everything Resumé Book, The	2000
Everything Cover Letter Book, The	2000
<b>Expert Resumés for Computer and Web Jobs</b>	<b>2001</b>
<b>Expert Resumés for Health Care Careers</b>	<b>2004</b>
<b>Expert Resumés for Manufacturing Careers</b>	<b>2004</b>
Federal Resumé Guidebook, The	2001
Federal Guidebook, The	1999
<b>Five-Minute Interview, The</b>	<b>2002</b>
<b>Gallery of Best Cover Letters</b>	<b>2004</b>
<b>Gallery of Best Resumés (by professional resume writers)</b>	<b>2004</b>
<b>Great Answers! Great Questions! For Your Job Interview</b>	<b>2004</b>
Great Interview	2000
<b>Goof-Proof Resumés &amp; Cover Letters</b>	<b>2003</b>
Haldane's Best Resumés for Professionals	2000
Internet Resumés	1998
<b>Interview Magic</b>	<b>2005</b>
Interview Power: Selling Yourself Face to Face in the New Millennium	2000
Job Interviewing for College Students	1996
Job Interviews that Mean Business	1996
Majoring In the Rest of Your Life	1999

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## RESUME / INTERVIEW PREPARATION (continued)

Marketing Your Creative Portfolio	2003
New 90-Minute Resumé, The	1996
Perfect Follow-Up Method to Get The Job, The	1992
Portfolio Power	1997
Preparing For the Behavior-Based Interview	2001
Proof of Performance	2001
Proven Resumés and Confidence Builders	1995
<b>Real Resumés for Social Work &amp; Counseling Jobs</b>	<b>2002</b>
Resumés Handbook: How to Write Outstanding Resumés & Cover Letters for Every Situation	2003
Resumés for Computer Careers (2 <sup>nd</sup> edition)	2002
Resumés for Dummies	2002
<b>Résumés for Education Careers</b>	<b>2005</b>
Résumés for Engineering Careers	2000
Resumés for Nursing Careers	2002
Resumés for Re-Entering the Job Market (2 <sup>nd</sup> edition)	2002
Resumés In Cyberspace	2000
Resumé Makeover, The	2003
Resumé Power Selling Yourself on Paper in the New Millennium	2003
<b>Resumés for Health and Medical Careers</b>	<b>2004</b>
<b>Resumés for High-Tech Careers</b>	<b>2004</b>
Resumés Really Do Count (published by AARP)	2000
Resumés That Get Jobs	2002
Resumés That Mean Business	1996
Resumé Writing Made Easy	2002
Sweaty Palms, the Neglected Art of Being Interviewed	1992
Ultimate Job Hunter's Guidebook, The	2001

## JOB SEARCH INFORMATION

<b>100 Best Job Hunting Secrets</b>	<b>2004</b>
110 Best Job Search Sites on the Internet	1998
A Foot in the Door	2000
<b>Career Guide for the High-Tech Professional</b>	<b>2004</b>
Career Xroads	2001
<b>Creating Your Career Portfolio: At-A-Glance Guide for Students</b>	<b>2005</b>
Cyberspace Job Search Kit	2000
Dynamite Networking for Dynamite Jobs	1996
Electronic Job Search Almanac	1999
Everything Online Job Search Book, The	2000
From Biotech to Hollywood: New Career Opportunities in Technology	2002

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## **JOB SEARCH INFORMATION** (continued)

Find the Bathrooms First! Starting a New Job on the Right Foot	1999
Getting and Keeping the Job Success In Business And Technical Careers	2002
Getting the Job You Really Want	2002
<b>Guide to Internet Job Searching</b>	<b>2004</b>
Hook Up, Get Hired!	1995
How to Get a Job in Health Care	2003
How to Get Your Dream Job Using the Internet	1998
Insider's Guide to Finding the Perfect Job	2000
Job Connection	1999
Job Doctor: The Job Hunter's Final Exam	1990
Job Hunting in the 21 <sup>st</sup> Century	1999
Job Hunting Made Easy	1997
Job Search: Career Planning Guide	1996
Job Search Handbook for People with Disabilities	2000
Job Search - Your Guide to Success	1994
Mastering the Job Hunt	1994
Networking: Insider's Strategies for Tapping the Hidden Market	1994
Non-Profits & Education Job Finder	1997
Professional Job Finder	1997
Six Steps to Getting the Job You Want	2002
Test Your Own Job Aptitude: Exploring Your Career Potential	1990
<b>The Big Book of Jobs</b>	<b>2005</b>
The Job Searcher's Handbook	2002
The Perfect Job Search	1992
<b>The Very Quick Job Search Book: Get A Better Job in Half the Time</b>	<b>2004</b>
<b>The Ultimate Job Hunter's Guidebook</b>	<b>2004</b>
<b>The Ultimate Job Seeker's Guide: Knock em Dead</b>	<b>2004</b>
Your Career: How to Make It Happen	2000

## **CAREER PLANNING / CHANGE / TRANSITION**

<b>Best Career and Education Web Sites</b>	<b>2004</b>
Building Your Career A Guide to Your Future	2002
<b>Can I Lie On My Résumé? Strategies That Win The Career Game</b>	<b>2004</b>
Career Book (2)	1997
Career Change	1999
Career Choice, Change and Challenge	2000
Career Directions (3 <sup>rd</sup> edition)	1997
Career Development Interventions in the 21 <sup>st</sup> Century	2002

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## CAREER PLANNING / CHANGE / TRANSITION: (continued)

Career Patterns A Kaleidoscope of Possibilities	2004
<b>Career PREParation: A Guide for Students</b>	<b>2004</b>
Coming Alive from Nine to Five	2000
Cool Careers For Dummies	2001
Creating Your Career Portfolio	2001
Do What You Are	2001
Four Spiritualities	1996
Gifts Differing	1980
Guide to Your Career	2003
<b>How to Get Any Job with Any Major</b>	<b>2004</b>
I Could Do Anything If I Only Knew What It Was	1994
I'm Not Crazy, I'm just not you	1997
<b>I Want To Do Something Else But I'm Not Sure What It Is</b>	<b>2005</b>
Job Offer! A How-To Negotiation Guide	2000
Keys to Success in College, Career, and Life	2003
Life Keys	1996
Making Career Decisions That Count	2002
Making a Living While Making a Difference	1999
Making Vocational Choices	1992, 1997
Mastering the Job Hunt	1994
<b>No One Will Hire Me!</b>	<b>2004</b>
Not Just another Job	1992
Out of Uniform: A Career Transition Guide for Ex-Military Personnel	1995
Please Understand Me II	1998
Real People, Real Jobs	1995
Roadtrip Nation	2003
Successful Re-Careering	1993
Take Hold of Your Future	1991
<b>Taking Charge of Your Career Direction</b>	<b>2005</b>
The Career Adventure	2002
The "Double You": The Person You Are & the Person You Want To Be	2000
Three Boxes of Life, The	1981
Turning Points Your Career Decision-Making Guide	2002
Type Talk at Work	2002
Was That Really Me?	2002
What Color is Your Parachute?	2002, 2003, 2004
Whistle While You Work	2001
Who's Running Your Career?	1997
Why Can't I Get What I Want?	1998
<b>Wishcraft: How to Get What You Really Want</b>	<b>1979</b>
Your Career: Coaching Yourself to Success	2001

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## STUDENT SUCCESS

**The Community College Experience** 2005

## WORKPLACE SUCCESS

**5 Steps to Professional Presence** 2001  
**Advancing Your Career** 2002  
**Building Your Network through Communication** 2004  
**Career by Design: Communicating Your Way to Success** 2005  
**Dealing with People You Can't Stand** 2002  
**Developing As a Professional: 50 Tips for Getting Ahead** 2004  
**Developing Leadership Abilities** 2002  
**Getting and Keeping the Job: Success in Business and Technical Careers** 2002  
**Handling Conflict** 2001  
**Human Relations Career and Personal Success** 2005

### Tip Booklets

**101 Productive Things to Do In 10 Minutes or Less** 2003  
**21 Workplace Personalities: How to say the Right Thing at the Right Time** 2004  
**252 Ways to Communicate Better Work Smarter & Get Ahead** 2000  
**39 Communication Bloopers & How to Avoid Them** 2003  
**50 Powerful Teamwork Tips for Employees** 2003  
**99 Most Common Grammar & Writing Errors...And How to Avoid Them** 1999  
**Glossary of (Even More) Misused Works & Phrases** 1999  
**Leave 'Em Laughing Wise and Witty Words You Can Use at Work** 2003  
**Mastering Meetings: How to Accomplish More in Less Time** 2003  
**Real-World Lessons in Leadership** 2002  
**Skill for the First-Time Supervisor** 2002  
**Team Work** 2001  
**Top Tips for Delivering First-Rate Customer Service** 2002  
**Welcome to the Professional World** 2001  
**What Your Employer Expects** 2002  
**Workplace Politics and Personalities** 2002  
**Your Desktop Guide to Writing Clearly and Effectively** 2003

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## TOP JOBS / FUTURE CAREER TRENDS

50 Cutting Edge Jobs	2000
100 Great Jobs and How to Get those	1999
150 Great Tech Prep Careers	2001
200 Best Jobs for College Graduates	2003
<b>America's Fastest Growing Jobs</b>	<b>2005</b>
<b>America's Top 100 Jobs for People without a Four-Year Degree</b>	<b>2005</b>
<b>America's Top 101 Computer and Technical Jobs</b>	<b>2004</b>
<b>America's Top Jobs for College Graduates</b>	<b>2005</b>
<b>America's Top Jobs for People without Four-Year Degree</b>	<b>2003</b>
<b>America's Top Medical, Education, and Human Services Jobs</b>	<b>2001</b>
<b>Best Jobs for the 21<sup>st</sup> Century, the</b>	<b>2004</b>
<b>Career Guide to America's Top Industries</b>	<b>2004</b>
Everything Hot Career Book (The)	2001
Great Careers in Two Years	2003
<b>Guide to Your Career</b>	<b>2003</b>
Jobscape: Career Survival in the New Global Economy	1998
<b>Quick Guide to Career Training in Two Years or Less</b>	<b>2004</b>
Quick Prep Careers: Good Jobs in One Year or Less	2003
Top 100 Fastest Growing Careers for the 21 <sup>st</sup> Century	2001
<b>Work It Out: Clues for Solving People Problems at Work</b>	<b>1996</b>

## ENTREPRENEURIAL / HOME-BASED BUSINESS

101 Best Freelance Careers	1999
101 Successful Businesses You Can Start On The Internet	1997
Buying Your Own Business	1995
<b>Careers in Focus: Entrepreneurs</b>	<b>2004</b>
Common Sense Guide to Running Your Own Business	1999
Engineering Your Start-Up a Guide for the High-Tech Entrepreneur	2003
Finding Your Perfect Work	2003
Franchise Opportunities Handbook	1999
Health Services Businesses on Your Home-Based PC	1997
How to Form Your Own Corporation	1998
How to make it Big as a Consultant	2001
How to Set Up Your Own Small Business (Volumes 1 & 2)	1999
Independent Medical Transcriptionist	1998
<b>Independent Paralegal's Handbook</b>	<b>2004</b>
Making Money in Cyberspace	1998
Making Money in Technical Writing	1998
Owning & Managing a Desktop Publishing Service	1995
Pet Sitting for Profit	1997

**ENTREPRENEURIAL / HOME-BASED BUSINESS (continued):**

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Retail in Detail	1996
Restaurant Start-Up Guide	1997
<b>Small Time Operator</b>	<b>2004</b>
Start Up: An Entrepreneurs Guide to Launching	1994
<b>Start Your Own: Business Support Service</b>	<b>2003</b>
Start Your Own: Medical Claims Billing Service	2003
Start Your Own: Wedding Consultant Business	2003
Starting Your Career as a Freelance Photographer	2003
<b>Starting Your Own Business</b>	<b>2003</b>
The Complete Work-At-Home Companion	1994
The Small Business Start-Up Guide	2002
The Upstart Guide to Desktop Publishing Service	1995
The Washington Entrepreneur's Guide	1997
Work At Home Sourcebook	2002

## COLLEGE / EDUCATIONAL INFORMATION

<b>10 Things Employers Want You to Learn in College</b>	<b>2003</b>
<b>145 Things to Be When You Grow Up</b>	<b>2004</b>
Barron's Profile of American Colleges	2003
<b>Barron's Profile of American Colleges, Northeast</b>	<b>2005</b>
Career Connection for College Education, The	1994
<b>Co-curricular Activities: A Pathway To Careers</b>	<b>2001</b>
<b>College Majors &amp; Careers</b>	<b>2003</b>
<b>College Majors Handbook</b>	<b>2004</b>
<b>Guide to Career Colleges</b>	<b>2005</b>
Higher Education Book, The	2000
Health Professions Career and Education Directory	2003
How to Write Term Papers & Reports	1992
<b>Index of Majors and Graduate Degrees</b>	<b>2003</b>
Major Exploration: A Search and Find Guide For College & Career Direction	1999
<b>The College Board Book of Majors</b>	<b>2004</b>
The Princeton Review Guide to College Majors	2002
Peterson's Colleges – West,	1999
Peterson's Four-Year Colleges	2005
Peterson's Two-Year Colleges	2005
Peterson's Vocational & Technical Schools – West (5 <sup>th</sup> edition)	2001
<b>Rugg's Recommendations on the Colleges</b>	<b>2004</b>
<b>Selecting A College Major Exploration and Decision Making</b>	<b>2004</b>
What Can I Do With a Major In...?	1984
<b>What to Study: 101 Fields in a Flash</b>	<b>1997</b>

## INTERNSHIP/VOLUNTEER INFORMATION

(Titles listed in bold print are new books)

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The Back Door Guide to Short-Term Job Adventures	2003
Peterson's Internships 2000	2000
Response 2002: Directory of Volunteer Opportunities	2002

## SCHOLARSHIP / FINANCIAL AID INFORMATION

<b>501 Ways for Adult Students to Pay for College</b>	<b>2004</b>
College Cost & Financial Aid Handbook	2001
College Money Handbook- (Peterson's)	1999
Scholarships, Grants, & Prizes (Peterson's)	2001
The Complete Scholarship Book	1998

## TESTING INFORMATION

Arco General Test Practice for 101 U.S Jobs	2000
Barron's How to Prepare for the Real-Estate Examinations	1995
Complete GED: Study Program for the H.S. Equivalency Exam	2002
GED Social Studies: Prep for High School Equivalency Exam	2002

## SPECIFIC CAREER INFORMATION

### ANIMALS:

Animals - VGM Career Portraits	1995
Aquarium Careers	2001
Career Success with Pets	1996
Careers for Animal Lovers & Other Zoological Types	1997
The Career Guide to the Horse Industry	2002
<b>Careers in Animal Care and Veterinary Science</b>	<b>2001</b>
Careers in Focus: Animal Care	2001
Careers with Dogs	1998
<b>Choosing a Career in Animal Care</b>	<b>2001</b>
Opportunities in Animal & Pet Care Careers	2001
Opportunities in Veterinary Medicine Careers	2001
Starting Your Career as a Marine Mammal Trainer	2002
Success without College: Careers with Animals	2001
Working with Wildlife: A Guide to Careers in the Animal World	1999

### ART / MUSIC / GRAPHIC DESIGN:

(Titles listed in bold print are new books)

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100 Best Careers for Writers and Artists	1998
100 Careers in the Music Business	2001
Becoming a Graphic Designer	2002
<b>Becoming an Interior Designer</b>	<b>2004</b>
<b>Becoming a Product Designer</b>	<b>2004</b>
Career Opportunities in the Fashion Industry	2002
<b>Career Opportunities in the Music Industry</b>	<b>2004</b>
Careers for Color Connoisseurs & Other Visual Types	1999
<b>Careers for Crafty People &amp; Other Dexterous Types</b>	<b>2000</b>
Careers for Culture Lovers	1999
Careers for Fashion Plates & Other Trendsetters	2003
<b>Careers for Music Lovers &amp; Other Tuneful Types</b>	<b>2004</b>
Careers for Shutter Bugs & Other Candid Types	2003
Careers in Art	2000
<b>Careers in Focus: Art</b>	<b>2004</b>
Careers in Focus: Arts & Entertainment	1999
Careers in Focus: Design	2002
Careers in Focus: Fashion	2003
<b>Careers in Focus: Music</b>	<b>2004</b>
<b>Careers in Focus: Music</b>	<b>2004</b>
<b>Careers in Photography</b>	<b>2004</b>
Careers in the Music Business	2001
Careers in the Visual Arts	1993
<b>Career Opportunities in Art</b>	<b>2001</b>
Careers without College: Fashion	1999
Careers without College: Music	1992
Computer Animator	2000
<b>Creative Careers in Music</b>	<b>2004</b>
Getting Ready for A Career as A Computer Animator	1998
Great Jobs for Art Majors	2003
<b>Great Jobs for Music Majors</b>	<b>2005</b>
How to Be A Successful Cartoonist (2)	1996
How to Get a Job in the Music and Recording Industry	2001
How to Survive and Prosper As an Artist	1997
Opportunities in Animation and Cartooning Careers	2000
<b>Opportunities in Commercial Art &amp; Graphic Design</b>	<b>2004</b>
Opportunities in Interior Design & Decorating Careers	2002
Opportunities in Music Careers	2002
<b>Opportunities in Photography Careers</b>	<b>2004</b>
<b>Top Careers for Art Majors</b>	<b>2004</b>
<b>The Fine Artist's Career Guide</b>	<b>2004</b>

**BUSINESS / ACCOUNTING / MARKETING:**

(Titles listed in bold print are new books)

# CAREER CENTER BOOK LIST

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Administrative & Executive Assistant Career Starter	2002	
Breaking Into Advertising	1998	
Career Guide to Investment Banking	2000	
<b>Careers in Focus: Advertising &amp; Marketing</b>	<b>2004</b>	
<b>Careers in Focus: Clerks &amp; Administrative Workers</b>	<b>2004</b>	
Career Opportunities in Advertising & Public Relations	2002	
Career Opportunities in Banking, Finance & Insurance	2002	
Career Opportunities in Retail and Wholesale Industry	2001	
<b>Careers for Financial Mavens &amp; Other Money Movers</b>	<b>2005</b>	
Careers for Number Crunchers & Other Quantitative Types	2002	
<b>Careers in Advertising</b>	<b>2004</b>	
Careers in Business	1998	
<b>Careers in Finance</b>	<b>2005</b>	
Careers in Focus: Business	2000	
Careers in Focus: Business Managers	2003	2003
Careers in Focus: Financial Services	2001	
Careers in Focus: Retail	2003	
Careers in Fundraising	2002	
Careers in International Business	2003	
Careers in Marketing	2002	
Careers in Real Estate	2003	
Careers without College: Money	1994	
Careers without College: Office	1994	
Career Opportunities in Advertising and Public Relations	2002	
Career Opportunities in Banking, Finance, and Insurance	2002	
Great Jobs for Accounting Majors	1998	
Great Jobs for Business Majors	2003	
Great Jobs for Economics Majors	2000	
Making it in Public Relations	2002	
Opportunities in Advertising Careers	1995	
Opportunities in Data & Word Processing Careers	2002	
Opportunities in Direct Marketing Careers	2000	
Opportunities in Fund Raising Careers	2001	
<b>Opportunities in Financial Careers</b>	<b>2004</b>	
Opportunities in Human Resource Management	2002	
Opportunities in Insurance Careers	2000	
Opportunities in Marketing Careers	1999	
Opportunities in Property Management Careers	2000	
Opportunities in Public Relations Careers	1995	

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Opportunities in Purchasing Careers	1998
Opportunities in Real Estate	2002
Opportunities in Retailing Careers	2003
Opportunities in Sales Careers	2002
Opportunities In Secretarial Careers	1999
Opportunities in Technical Sales Careers	2002
Opportunities in Training and Development Careers	1997
Real Estate Career Starter	2001
Real People Working In Business	1999
Real People Working In Finance	1999
Real People Working in Sales & Marketing	1997
Retailing Career Starter	1998
Sales Careers	2003
<b>Top Careers for Business Graduates</b>	<b>2004</b>
<b>Top Careers for Economics Graduates</b>	<b>2004</b>
Your Bright Future in Business Administration	2002
Your First Year in Real Estate	2001
Your First Year in Sales	2001

**COMMUNICATION / WRITING:**

100 Jobs In Words	1996	
Career Opportunities For Writers	2000	
Careers for Bookworms & Other Literary Types	2003	
<b>Careers in Communications</b>		<b>2005</b>
Careers in Focus: Publishing	2003	
Careers In Focus: Writing (2 <sup>nd</sup> edition)	2003	
Careers in Journalism	2000	
Careers in Publishing	2002	
<b>Careers in Writing</b>	<b>2001</b>	
Choosing a Career in Information Science	2002	
Great Jobs for Communications Majors	2002	
Great Jobs for English Majors	2000	
Great Jobs for Liberal Arts Majors	2002	
Liberal Arts Jobs	1998	
Opportunities in Library & Information Science	2002	
Opportunities in Printing Careers	1998	
Opportunities in Publishing Careers	2001	
Opportunities in Technical Writing Careers	2000	
Opportunities in Writing Careers	1999	
Real People Working In Communications	1997	

**COMMUNICATION / WRITING: (continued)**

**(Titles listed in bold print are new books)**

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Starting & Running a Successful Newsletter or Magazine	1998
Tech Writers Survival Guide	2001
<b>Top Careers for Communications Graduates</b>	<b>2004</b>
<b>Top Careers for Liberal Arts Graduates</b>	<b>2004</b>

### COMPUTERS:

America's Top Computer and Technical Jobs	2003
<b>Career Opportunities in Computers and Cyberspace</b>	<b>2004</b>
Careers for Computer Buffs & Other Technological Types	1999
<b>Careers for Cybersurfers &amp; Other Online Types</b>	<b>2004</b>
Careers in Computers	2002
<b>Careers in Focus: Computers</b>	<b>2004</b>
Careers in Focus: Internet	2003
Careers in Web Design	2001
Careers without College: Computers	1999
Computer Technician Career Starter	2001
Cyber-careers	1998
Game Plan	2003
Great Jobs for Computer Science Majors	2003
Opportunities in Computer Careers	2002
Opportunities in Computer Maintenance Careers	1995
Opportunities in Computer Systems Careers	1996
Straight from the Stacks (Library & Information Science)	2003
Webmaster Career Starter	2001

### CULINARY ARTS:

Career Opportunities in The Food & Beverage Industry	2002
Careers for Gourmets & Others Who Relish Food	2002
Careers in Focus: Food	2003
Culinary Arts Career Starter	1999
<b>On Becoming a Professional Chef</b>	<b>2004</b>
<b>Opportunities in Culinary Careers</b>	<b>2004</b>
Opportunities in Food Service Careers	2000
<b>Opportunities in Restaurant Careers</b>	<b>2004</b>

### EDUCATION:

101 Career Alternatives for Teachers	2002
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<b>Careers in Education</b>	<b>2004</b>
Career Starter: Early Childhood Education / Preschool Teacher	2002
<b>Careers in Focus: Education</b>	<b>2004</b>
<b>Career Opportunities in Education</b>	<b>2001</b>
<b>Choosing a Career in Teaching</b>	<b>2000</b>
Educational Support Careers	2001
<b>How to Get the Teaching Job You Want</b>	<b>2004</b>
Inside Secrets of Finding a Teaching Job	2003
Opportunities in Adult Education Careers	2000
Opportunities in Special Education Careers	1995
Opportunities in Speech-Language Pathology Careers	1996
Opportunities In Teaching Careers	2000
Opportunities In Teaching English to Speakers of Other Languages	1995
Real People Working In Education	1997
Teacher Career Starter	1998
Teaching English Abroad	2003
Teaching - VGM Career Portraits	1995
Your First Year As An Elementary School Teacher	2001
Your First Year As A High School Teacher	2001

### ENTERTAINMENT / FILM / MULTIMEDIA:

100 Best Careers In Entertainment	1995
100 Careers in Film and Television	2003
A Career Handbook for TV, Video & Interactive Media	2003
<b>Career Opportunities in Radio</b>	<b>2004</b>
Career Opportunities in Television, Cable, Video, and Multimedia	1999
Career Opportunities in the Film Industry	2003
Career Opportunities in Theater and the Performing Arts	1999
Careers for Film Buffs & Other Hollywood Types	2003
<b>Careers for the Stagestruck &amp; Other Dramatic Types</b>	<b>2004</b>
Careers in Focus: Performing Arts	2002
Careers in Multimedia	1995
Careers without College: Entertainment	1994
<b>Great Jobs for Film Majors</b>	<b>2004</b>
Great Jobs for Theater Majors	1998
<b>Opportunities in Beauty and Modeling Careers</b>	<b>2005</b>
<b>Opportunities in Broadcasting Careers</b>	<b>2005</b>
Opportunities in Entertainment Careers	1999
<b>Opportunities in Film Careers</b>	<b>2004</b>
Opportunities in Television and Video Careers	2003
Real People Working In Entertainment	1999
<b>Your Modeling Career</b>	<b>2004</b>

### ENVIRONMENTAL:

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100 Jobs in the Environment	1996	
Careers for Environmental Types & Others Who Respect the Earth	2002	
Careers for Nature Lovers & Other Outdoor Types	2001	
Careers in Focus: Earth Science	2002	
<b>Careers in Focus: Environment</b>	<b>2004</b>	
Careers in the Environment	2000	
Education for the Earth: College Guide for Careers in the Environment	1995	
Environmental Careers in the 21 <sup>st</sup> Century	1999	
Great Jobs for Environmental Studies Majors	2002	
Great Jobs for Geology Majors	2000	
Nature - VGM's Career Portraits	1997	
Opportunities In Environmental Careers	2002	
<b>Opportunities In Forestry Careers</b>		<b>2004</b>
Opportunities In Marine and Maritime Careers	1999	
<b>Outdoor Careers: Exploring Occupations in Outdoor Fields</b>	<b>2000</b>	

### FOREIGN LANGUAGES:

Careers For Foreign Language Aficionados & Other Multilingual Types	2001	
Careers In Foreign Languages		2001
Great Jobs For Foreign Language Majors	2001	
<b>Opportunities in Foreign Language Careers</b>	<b>2005</b>	

### HEALTH / NUTRITION / MEDICINE:

Allied Health Professions (Includes AHPAT test and answers)	1993	
Becoming A Physician	1997	
<b>Careers for Health Nuts &amp; Others Who Like to Stay Fit</b>	<b>2004</b>	
<b>Careers in Focus: Alternative Healthcare</b>	<b>2004</b>	
<b>Careers in Focus: Medical Technicians</b>	<b>2004</b>	
Careers in Focus: Nursing	2003	
Careers in Focus: Physicians	2000	
Careers in Focus: Therapists	2003	
Careers in Health Care	2000	
Careers in Nursing	2003	
Career Opportunities in Health Care (2)	2002	
Careers in Medicine	1997	
Careers without College - Health Care	1992	
<b>Choosing a Career as a Nurse-Midwife</b>	<b>2001</b>	
<b>Choosing a Career in Pharmacy and in the Pharmaceutical Sciences</b>	<b>2002</b>	
<b>Diversified Health Occupations (with Workbook)</b>	<b>2004</b>	

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### HEALTH / NUTRITION / MEDICINE: (continued)

EMT Career Starter	2001
Exploring Health Care Careers	2002
Exploring Health Careers	1999
Guide to Careers In The Health Professions	2000
Handbook of Health Care Careers - VGM	1998
Health-Care Careers for the 21 <sup>st</sup> Century	2000
Health Care Career Starter	2002
Health Care Job Explosion	2001
How to Become a Physical Therapist	1995
How to Survive & Maybe Even Love Nursing School	2001
Interviewing and Helping Skills for Health Professionals	1984
Introduction to Health Professions	2002
Keys to Nursing Success	2001
Pharmacy Technician Career Starter	2002
Healthcare Career Starter	2002
Majoring in Nursing: Prerequisites to Postgraduate Study & Beyond	1999
Massage: A Career At Your Fingertips	1995
Nursing - VGM's Career Portraits	1995
<b>Opportunities in Chiropractic Careers</b>	<b>2004</b>
Opportunities in Clinical Laboratory Science Careers	2002
Opportunities in Dental Careers	2001
<b>Opportunities in Eye Care Careers</b>	<b>2004</b>
<b>Opportunities in Health and Medical Careers</b>	<b>2005</b>
Opportunities in Holistic Health Careers	1999
Opportunities in Medical Imaging Careers	2000
Opportunities in Nursing Assistant Careers	2000
Opportunities in Nursing Careers	2003
Opportunities in Nutrition Careers	2000
Opportunities in Occupational Therapy Careers	2001
Opportunities in Osteopathic Medicine Careers	2001
Opportunities in Paramedical Careers	2000
<b>Opportunities in Pharmacy Careers</b>	<b>2004</b>
Opportunities in Physical Therapy Careers	2000
Opportunities in Physician Assistant Careers	2002
Opportunities in Physician Careers	2000
Pharmacy Career Opportunities	1994
Planning Your Career in Alternative Medicine	1997
Real People Working in Health Care	1997
Yale Guide to Careers in Medicine & the Health Professions, The	2003
Your Career in Nursing	2002
Your First Year as A Nurse	2001

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### HORTICULTURE:

<b>Careers For Plant Lovers &amp; Other Green Thumb Types</b>	<b>2004</b>
Careers In Focus: Agriculture	2001
Careers in Horticulture and Botany	1997
Lawn Aeration: Turn Hard Soil into Cold Cash	1992
Opportunities in Landscape Architecture, Botanical Gardens, & Arboreta	1999

### LAW / GOVERNMENT / POLITICAL SCIENCE / PUBLIC SAFETY:

100 Best Careers In Crime Fighting	1998
Barron's Guide to Law Enforcement Careers	2001
Becoming A 9-1-1 Dispatcher	1997
Book of U.S. Government Jobs, The	2002
Career Opportunities In Law and the Legal Industry	2002
Career Opportunities In Politics, Government, and Activism	2003
Careers in Criminal Justice	2003
Careers in Criminology	2000
Careers in Focus: Law	2003
Careers in Focus: Public Safety	2003
Careers in Focus: Government	2002
<b>Careers in Law</b>	<b>2004</b>
Career Opportunities in law Enforcement, Securities, & Protective Services	2000
Careers without College: Emergencies	1993
<b>Choosing a Career as a Paralegal</b>	<b>2001</b>
Civil Service Career Starter	2000
FBI Careers	2002
<b>Federal Jobs in Law Enforcement</b>	<b>2002</b>
<b>Federal Personnel Guide</b>	<b>2004</b>
Find a Federal Job Fast	1999
Firefighter Career Starter	2001
<b>From College to Career A Guide for Criminal Justice Majors</b>	<b>2004</b>
General Test Practice for 101 U.S. Jobs	2000
Government Job Finder	1997
Great Jobs for Criminal Justice Majors	2001
<b>Great Jobs for Political Science Majors</b>	<b>2004</b>
Guide to Careers in the FBI	1998

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### LAW / GOVERNMENT / POLITICAL SCIENCE / PUBLIC SAFETY: (continued)

Guide to Homeland Security Careers	2003
<b>Guide to Landing a Career in Law Enforcement</b>	<b>2005</b>
Law Enforcement Career Starter	2001
Military Advantage	2001
<b>Opportunities in Fire Protection Services</b>	<b>2003</b>
Opportunities In Government Careers	2001
Opportunities In Law Enforcement and Criminal Justice Careers	2003
Opportunities In Law Careers	2001
Opportunities In Military Careers	1999
Paralegal: An Insider's Guide	1997
Paralegal Career Starter	2002
Paralegal Success: Going from Good to Great in the New Century	2000
Post Office Jobs	2003
Practicing to Land Your First Paralegal Job	2001
Real People Working In Government	1998
Real People Working In Law	1997
<b>Running From the Law</b>	<b>2004</b>
So You Want To Be A Lawyer	1999
<b>What Can You Do With Law Degree</b>	<b>2004</b>

### MISCELLANEOUS:

150 Jobs You Can Start Today	2003
Adventure Careers	1995
Career Guide for Creative & Unconventional People	1995
Career Guide to Industries	1998
Careers for Aquatic Types & Others Who Want to Make a Splash	2000
Careers for Born Leaders & Other Decisive Types	1998
<b>Careers for Courageous People &amp; Other Adventurous Types</b>	<b>2005</b>
<b>Careers for Geniuses and Other Gifted Types</b>	<b>2001</b>
<b>Careers for High-Energy People &amp; Other Go-Getters</b>	<b>2005</b>
Careers for Introverts and Other Solitary Types	1999
Careers for Kids at Heart & Others Who Adore Children	2000
<b>Careers for Mystery Buffs &amp; Other Snoops &amp; Sleuths</b>	<b>2004</b>
Careers for New Agers & Other Cosmic Types	2001
Careers for Night Owls & Other Insomniacs	2003
Careers for Non-Conformists	2000
Careers for Perfectionists & Other Types	1999
Careers for Persuasive Types & Others Who Don't Take No For An Answer	2000
Careers for Puzzle Solvers & Other Methodical Thinkers	2002
<b>Careers for Self-Starters &amp; Other Entrepreneurial Types</b>	<b>2005</b>

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## MISCELLANEOUS: (continued)

<b>Career for Scholars and Other Deep Thinkers</b>	<b>2001</b>
Careers in Child Care	2001
Careers in Focus: Cosmetology	2003
Careers in Focus: Personal Services	2002
Careers without College – Kids	1993
<b>Choosing a career in Child Care</b>	<b>2000</b>
Cosmetology Career Starter	2002
Learning Express Early Childhood Education/Preschool Teacher	2002
Opportunities in Event Planning Careers	2003
Opportunities in Museum Careers	1996
Opportunities in Home Economics Careers	2000
<b>Opportunities in Religious Service Careers</b>	<b>2004</b>
Real People Working In Service Businesses	1997
Sunshine Jobs - Career Opportunities for Working Outdoors	1997
<b>The Everything Alternative Careers Book</b>	<b>2004</b>
The Off -The-Beaten-Path Job Book	1995

## SCIENCE / MATH:

Careers in Focus: Biology	2002
Careers in Focus: Mathematics & Physics	2003
Careers for Scientific Type & Others with Inquiring Minds	2000
Career Opportunities in Science	2003
<b>Choosing a Career in Information Science</b>	<b>2002</b>
<b>Choosing a Career in Mortuary Science and the Funeral Industry</b>	<b>2002</b>
Great Jobs for Math Majors	1999
<b>Great Jobs for Biology Majors</b>	<b>2004</b>
Guide to Non-Traditional Careers in Science	1999
Jump Start Your Career in Bioscience	1998
<b>Opportunities in Biological Science Careers</b>	<b>2004</b>
Opportunities In Biotechnology Careers	2001
Opportunities In Forensic Science	2001
Opportunities In Chemistry Careers	2002
Opportunities In Research & Development Careers	1997
Opportunities In Science Technician Careers	1996
Real People Working In Science	1998
<b>Science Careers: Personal Accounts From the Experts</b>	<b>2003</b>

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## SOCIAL SERVICES / SOCIAL SCIENCE:

100 Jobs in Social Change	1996	
A Guide to Careers in Community Development	2001	
Career Paths in Psychology	1997	
Careers for Caring People & Other Sensitive Types	1996	
<b>Careers for Good Samaritans &amp; Other Humanitarian Types</b>	<b>1998</b>	
Careers for History Buffs & Others Who Learn From the Past	2002	
Careers in Focus: Geriatric Care	2002	
Careers in Focus: Social Work	2002	
Careers in Sociology	1999	
Careers in Social and Rehabilitation Services	2001	
<b>Careers in Social Work</b>	<b>2001</b>	
<b>Great Jobs for Anthropology Majors</b>	<b>2004</b>	
Great Jobs for History Majors		2001
Great Jobs for Psychology Majors	2001	
Great Jobs for Sociology Majors	2003	
Majoring In Psych?	2001	
Opportunities in Counseling and Development Careers	1997	
Opportunities in Gerontology and Aging Services Careers	2003	
Opportunities In Mental Health Careers	1996	
Opportunities in Psychology Careers	2001	
Opportunities in Religious Service Careers	1998	
<b>Opportunities in Social Science Careers</b>	<b>2004</b>	
Opportunities in Social Work Careers	2003	
Psychology Major: Career Options and Strategies for Success	2003	
Real People Working In Helping Professions		2002
<b>Top Careers for History Graduates</b>	<b>2004</b>	

## SPORTS / RECREATION:

50 Coolest Jobs in Sports, The	1997	
<b>Careers in Sports Medicine</b>	<b>2002</b>	
<b>Career Opportunities in the Sports Industry</b>	<b>2004</b>	
<b>Careers in Focus: Coaches &amp; Fitness Professionals</b>	<b>2004</b>	
<b>Careers in Focus: Sports</b>	<b>2004</b>	
<b>Careers for Sports Nuts &amp; Other Athletic Types</b>	<b>2004</b>	
Careers without College: Fitness	1992	
Careers without College: Sports	1993	
Certified Fitness Instructor / Personal Trainer	2003	
<b>Great Jobs for Physical Education Majors</b>	<b>2004</b>	
Opportunities in Sports & Fitness Careers	2003	
Opportunities in Recreation and Leisure Careers	2000	
Sports - VGM Career Portraits	1995	

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### TECHNICAL / MANUFACTURING / ENGINEERING:

100 Jobs in Technology	1996
<b>Careers for Car Buffs &amp; Other Freewheeling Types</b>	<b>2004</b>
Careers for Hard Hats & Other Constructive Types	2001
Careers in Architecture	2002
Careers in Engineering	2003
<b>Careers in Focus: Construction</b>	<b>2004</b>
Careers in Focus: Energy	2002
Careers in Focus: Engineering	2003
Careers in Focus: Manufacturing	2001
<b>Careers in Focus: Mechanics</b>	<b>2003</b>
<b>Careers in Focus: Technicians</b>	<b>2004</b>
Careers in High Tech	1997
Careers without College – Building	1994
Careers without College – Cars	1999
Cars - VGM's Career Portraits	1995
Exploring Tech Careers (Volumes 1 & 2)	2001
Great Jobs for Engineering Majors	2002
Is There An Engineer Inside You?	2002
Opportunities in Aerospace Careers	2003
Opportunities in Architecture Careers	2001
Opportunities in Automotive Service Careers	2002
Opportunities in Carpentry Careers	2000
Opportunities in Electrical Trades	1997
Opportunities in Electronics Careers	1999
Opportunities in Engineering Careers	2003
Opportunities in Laser Technology Careers	2000
Opportunities in Metalworking Careers	2000
Oregon High Tech. Resource Guide of Oregon & SW Washington	2001
Real People Working in Building and Construction	1999
Real People Working In Engineering	1998
Space Publications Guide to Space Careers	1998
Women & Men on the Engineering Path	1998

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### TRAVEL / HOSPITALITY / TRANSPORTATION:

100 Best Careers In Casinos & Casino Hotels	1997
<b>Career Opportunities In The Travel Industry</b>	<b>2004</b>
Careers For People On The Move & Other Road Warriors	2002
Careers For Travel Buffs & Other Restless Types	2003
Careers In Focus: Transportation	2003
Careers In Focus: Travel & Hospitality	2002
Careers Without College: Travel	1993
Flight Attendant Job Finder & Career Guide	1999
<b>How To Get A Job With A Cruise Line</b>	<b>2001</b>
Inside Secrets To Finding A Career In Travel	2001
Jobs for People Who Love to Travel	1999
Jobs In Paradise	1993
Jobs for Travel Lovers	2003
Learning Express Hotel/Restaurant Management	2002
Opportunities In Airline Careers	1997
Opportunities In Hotel and Motel Management Careers	2001
<b>Opportunities In Travel Careers</b>	<b>2003</b>
Opportunities In Trucking Careers	1999
Professional Pilot Career Guide	1999
Real People Working In Transportation	2000
Working on Cruise Ships	2002

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**CAREER REFERENCE MATERIALS**

**Dictionary of Occupational Titles (D.O.T.):**

**O\*NET Dictionary of Occupational Titles – 2004:** (updated version of D.O.T.)  
(also available online at <http://online.onetcenter.org>)

**Guide To Occupational Exploration (G.O.E.):**

**Occupational Outlook Handbook (O.O.H.):** (2004 – 2005)  
(also available online at [www.bls.gov/oco](http://www.bls.gov/oco))

**Washington Occupational Information System (W.O.I.S.):**  
(also available in software format and online)

OCCUPATIONAL VOLUMES  
EDUCATIONAL VOLUMES  
CROSSWALK

**Dictionary of Holland Occupational Codes:**

**Occupational Briefs** (also available in software format)

**Encyclopedia of Careers** (Volumes 1 through 4) (2003, 2000)

**VGM Career Encyclopedia** (2002)

**Vocational Biographies** (also available in software format)