

ACCOUNTING

Resources at
University Career Services • 348, Student Union Building I • Phone: 993-2370 • <http://careers.gmu.edu>

**The following are a sample of books and resources that can be found in University Career Services,
Room 348 – Student Union Building 1.**

CAREER FIELD INFORMATION - BLUE SECTION

- 000 College Career Bible
- 020 Careers for Number Crunchers and Other Quantitative Types
- 020 Careers for Scientific Types & Others With Inquiring Minds
- 160 Great Jobs for Accounting Majors
- 160A,B,C DOT Bins - Accounting Career Information
- 160 Accounting: The One Degree with 360 Degrees of Possibilities (video)

Also refer to the “MAJORS” and “TRENDS” resources in the Blue Section of the Career Library for general information on exploring majors and employment issues.

GRADUATE/PROFESSIONAL SCHOOL INFORMATION - RED SECTION

- 000 Kaplan: Get into Graduate School
- 189 The Business School Buzz

JOB HUNTING AND EMPLOYMENT INFORMATION - YELLOW SECTION RESUMES, COVER LETTERS, AND JOB HUNTING RESOURCES

- R National Business Employment Weekly—Resumes
- R National Business Employment Weekly—Cover Letters
- I The Everything Job Interview Book
- JH How to gain the Professional Edge
- JH Bring your “A” Game: 10 Career Secrets of the High Achiever
- GOVT Federal Resume Guidebook, The

INTERNET JOB HUNTING RESOURCES

- IJH The Guide to Internet Job Searching
- IJH Internet Job Search Almanac

EMPLOYER DIRECTORIES (YELLOW)

- 180-189 Job Opportunities for Business Majors
- 186 Business & Finance Career Directory
- X The Internship Bible
- LOCAL Capital Source, The: Spring 2004
- NAT'L National Trade and Professional Association Directory
- GOVT Guide to America's Federal Jobs
- GOVT Student's Federal Career Guide
- GOVT Finding a Job in the Federal Government (video)

WORLD WIDE WEB SITES <http://careers.gmu.edu/onlineresources/acct.htm>

JOB LISTING SUBSCRIPTIONS—Access Subscriptions through PatriotJobWeb, “bulletins”

BRIEF INFORMATION ABOUT MAJORING IN ACCOUNTING:
<http://careers.gmu.edu/exploringmajors/acct.pdf>

ACCOUNTING

The following resources are available at
 SOM Career Services • 008, Enterprise Hall • Phone: 993-1880 • mycareer@gmu.edu
<http://www.som.gmu.edu/career>
 Contact the SOM Career Advisors for Assistance.

The following are a sample of books and resources that can be found in the SOM Career Library,
 Room 008 – Enterprise Hall.

<p style="text-align: center;">Industry Information: Accounting</p> <ul style="list-style-type: none"> - Careers in Business (Book) - Careers in International Business (Book) - Career Opportunities in Banking, Finance and Insurance (Book) - Guide to Investment Banking (Book) - Ask the Professionals Series [Accounting] (Video) - Careers in Accounting (Video) 	<p style="text-align: center;">Career Development</p> <ul style="list-style-type: none"> - What Color is Your Parachute - Finding Your Perfect Work (Book) - Zen and the Art of Making a Living (Book) - Doing work you love (Book) - Business Week (Magazine) - Fortune (Magazine) - Washington Business Journal (Magazine)
<p style="text-align: center;">Resume, Cover Letter and Portfolio</p> <ul style="list-style-type: none"> - Resumes for Banking and Financial Careers (Book) - Cover Letter Magic (Book) - Resumes that knock ‘em Dead (Book) - eResumes: Everything you need to know (Book) - Career Portfolio Workbook (Book) - Resumes for Business Professionals (Video) 	<p style="text-align: center;">Interviewing</p> <ul style="list-style-type: none"> - 201 Best Questions to Ask on your Interview (Book) - Case Interview (Vault Guide) (Book) - Knock ‘em Dead: Great answers to 200 tough questions (Book) - Technical Interviewing (Video) - Traditional/Behavioral Interviewing (Video)
<p style="text-align: center;">Networking</p> <ul style="list-style-type: none"> - Networking Survival Guide (The) (Book) - A Foot in the Door (Book) - Power Networking (Book) - The Savvy Networker (Book) 	<p style="text-align: center;">Internships</p> <ul style="list-style-type: none"> - Best 109 Internships - Internship Bible (The)
<p style="text-align: center;">Salary Negotiation</p> <ul style="list-style-type: none"> - Salary Guide - Finance and Accounting (Brochure) - 101 Salary Secrets – Negotiate like a Pro (Book) - Dynamite Salary Negotiations (Book) - Evaluating Job Offers (Video) 	<p style="text-align: center;">Job Search Information</p> <ul style="list-style-type: none"> - Guide to Internet Job Searching 04/05 (Book) - Guide to Your Career (Book) - The Job Hunting Guide (Book) - Red, White and Blue Jobs (Book) - Best Entry Level Jobs (Book)
<p style="text-align: center;">Graduate School</p> <ul style="list-style-type: none"> - Business School Confidential (Book) - Graduate Schools in the U.S. (Book) - How to write a winning personal statement (Book) - Graduate School Funding Handbook (Book) - Graduate School Admission Advisor (Book) - MBA Jungle (Magazine) 	<p style="text-align: center;">Employer Directories</p> <ul style="list-style-type: none"> - The Big Book of Jobs (Book) - The Book of U.S. Government Jobs (Book) - Metro Washington D.C. Job Bank (Book) - Washington Business Journal Book of Lists (Magazine)