

FINANCE

Resources at University Career Services
348 Student Union Building 1 • 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

- 186 Careers in Finance
- 186 Opportunities in Banking Careers
- 186 Careers in Finance (video)
- 186 Banking, Finance, and Insurance
- 186 Careers in Real-estate
- 186 Career Opportunities in Banking, Finance, and Insurance
- 186 Opportunities in Insurance Careers
- 186A-C DOT Bins--Financial Career Information

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.

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

- GOVT Federal Resume Guidebook, The
- I The Everything Job Interview Book
- I Case in Point: Complete Case Interview Preparation
- JH How to Gain the Professional Edge
- JH Bring your “A” Game: 10 Career Secrets of the High Achiever
- R Resumes for Dummies
- PORT Create your Digital Portfolio

INTERNET JOB HUNTING RESOURCES

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

DIRECTORIES

- 186 Investment Banking Diversity Programs
- GOVT Finding a Job in the Federal Government (video)
- LOCAL Washington Job Source 2003
- LOCAL Washington 2004 (Industry Directory)
- NAT'L National Trade and Professional Association Directory
- X Internship Series: Mid Atlantic & Southern Regional Editions

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

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

BRIEF INFORMATION ABOUT MAJORING IN FINANCE:

<http://careers.gmu.edu/exploringmajors/fnan.pdf>



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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.

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| <p>Industry Information: Finance</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 [Finance] Video - Careers in Finance (Video) - Finance Career Panel (Video) | <p>Career Development</p> <ul style="list-style-type: none"> - What Color is Your Parachute? (Book) - 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) - Inc. (Magazine) |
| <p>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>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>Networking</p> <ul style="list-style-type: none"> - Networking Survival Guide (The) (Book) - Job Search Networking (Book) - A Foot in the Door (Book) - Power Networking (Book) | <p>Internships</p> <ul style="list-style-type: none"> - Best 109 Internships - Internship Bible (The) |
| <p>Salary Negotiation</p> <ul style="list-style-type: none"> - Salary Guide-Finance & Accounting (Brochure) -101 Salary Secrets-Negotiate Like a Pro (Book) - Dynamic Salary Negotiations (Book) -Evaluating Job Offers (Video) | <p>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>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>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) - Forbes (Magazine) |