

INFORMATION SYSTEMS & OPERATIONS MANAGEMENT

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

- 000 Exploring Technical Careers
- 030 Vault: Guide to Technology Careers
- 030 Dictionary of Computer Terms
- 030 Breaking in and Succeeding in Computer and Video Game Business
- 030 Great Jobs for Computer Science Majors
- 030 Internet Jobs
- 030 Careers for Cybersurfers and Other On-Line Types
- 030 A-E DOT Bins--Careers in Decision Science
- TRENDS The Digital Frontier – Job and Opportunity Finder
- 030 Careers in Information Technology

JOB HUNTING AND EMPLOYMENT INFORMATION - YELLOW SECTION

RESUMES, COVER LETTERS, AND JOB HUNTING RESOURCES

- R Resumes for Dummies
- R Winning Resumes for Computer Personnel
- I Ace the Technical Interview
- I Case in Point: Computer Case Interview Preparation
- JH How to Gain the Professional Edge
- JH Best Entry Level Jobs
- JH How to Land the Job of your Life

INTERNET JOB HUNTING RESOURCES

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

EMPLOYER DIRECTORIES

- 002-019 Job Opportunities for Engineering and Computer Science Majors
- LOCAL Washington Job Source 2003
- NAT'L National Trade and Professional Association Directory
- GOVT Red, White and Blue Jobs
- GOVT Finding a Job in the Federal Government (video)

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

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

BRIEF INFORMATION ABOUT THE ISOM MAJOR:

<http://careers.gmu.edu/exploringmajors/isom.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.**

<p style="text-align: center;">Industry Information: ISOM</p> <ul style="list-style-type: none"> - Get your IT Career in Gear (Book) - Careers in IT- WetFeet Insider Guide (Book) - Ask the Professionals Series [DMIS] Video - Careers for DMIS Majors (Video) - Careers in DMIS (Video) 	<p style="text-align: center;">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)
<p style="text-align: center;">Resume, Cover Letter and Portfolio</p> <ul style="list-style-type: none"> - Ace the IT Resume (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)
<p style="text-align: center;">Networking</p> <ul style="list-style-type: none"> - Networking Survival Guide (The) (Book) - The Savvy Networker (Book) - A Foot in the Door (Book) - Power Networking (Book) 	<p style="text-align: center;">Internships</p> <ul style="list-style-type: none"> - Best 109 Internships (Book) - Internship Bible (Book)
<p style="text-align: center;">Salary Negotiation</p> <ul style="list-style-type: none"> - 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)
<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)