



MANAGEMENT

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

- 166 Opportunities in HR Management
- 169 Opportunities in Event Planning Careers
- 166-189 DOT Bins - Career Options in Various Management Fields
- 189 Top Careers for Business Graduates
- 189 Careers in Management Consulting
- 189 The Entrepreneur Next Door
- 189 Businesses you can Start Next Door
- 189 Making a Living While Making a Difference

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

- 189 Graduate Programs in Business, Education, Health, Information Studies, Law and Social work
- 189 The Official Guide to Financing Your MBA

► JOB HUNTING AND EMPLOYMENT INFORMATION - YELLOW SECTION

RESUMES, COVER LETTERS AND JOB HUNTING RESOURCES

- I The Everything Job Interview Book
- I Common Mistakes People Make in Interviews (video)
- JH Bring your “A” Game: 10 Career Secrets of the High Achiever
- JH How to gain the Professional Edge
- GOVT Federal Resume Guidebook, The
- R Resumes for Dummies

INTERNET JOB HUNTING RESOURCES

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

DIRECTORIES

- GOVT Applying for Federal Jobs
- GOVT The Federal Resume Guidebook
- LOCAL The Capital Source
- NAT'L The Almanac of American Employers

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

JOB LISTING SUBSCRIPTIONS: Access Subscriptions through [PatriotJobWeb](#), “bulletins”



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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 style="text-align: center;">Industry Information: Management</p> <ul style="list-style-type: none"> - Fast Track: Insiders Guide to Management Consulting (Book) - Management Consulting: A Complete Guide to the Industry (Book) - Careers in Management Consulting- Harvard Business School Guide (Book) - Careers in Management (Video) - Careers in International Business (Book) | <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) - Inc. (Magazine) |
| <p style="text-align: center;">Resume, Cover Letter and Portfolio</p> <ul style="list-style-type: none"> - 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"> -Ace your Case! The Wet Feet Insider Guide to Consulting Interviews (Book) -201 Best Questions to Ask on your Interview (Book) - Case Interview (Vault Guide) (Book) |
| <p style="text-align: center;">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 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"> - 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) |