

Orientation to University Career Services Library

- Location: 348 Student Union I. Phone 703-993-2370 <http://careers.gmu.edu>
Hours: Monday - Friday, 8:30-5:00 p.m. Close at 3:00 on Fridays during the summer.
Open most Tuesdays until 7:00 p.m. Call 703-993-2370 to check on Tuesday evening hours.
- Reference Library only. Copier in lobby area; ten cents per copy.

GREEN SECTION: Assessment of interests, values, skills, and needs. Career planning/changing.

Examples: *Do What You Are, What is Your Type of Career*
Books about Career Changing (labeled CC).

BLUE SECTION: Exploring occupations and majors. Includes description of occupations, places of employment, salaries, projected number of openings, outlook...

Resources labeled 000 are general references covering many occupations.

Resources labeled with numbers greater than 000 are occupation-specific.

To locate resources dealing with specific occupations:

- Use the binder that is labeled Occupation/Majors Index for Locating Career Library Resources - or -
- Use the Highlighted resource lists (also called "Where to Start" bibliographies) that emphasize the most recent and best resources to start with for each GMU major (available at the front of the Career Library).
- Good general references (000) -
 - *Occupational Outlook Handbook* - also available at <http://www.bls.gov/oco/>
 - *The O*NET Dictionary of Occupational Titles* - also available at <http://online.onetcenter.org/>
 - Virginia View - available at <http://www.info.vaview.vt.edu/>
 - CareerOneStop - <http://www.careeronestop.org>

Trends. - Trend information - e.g. *Occupational Outlook Quarterly* (also available at <http://stats.bls.gov/opub/ooq/ooqhome.htm>)

RED SECTION: Planning graduate or professional school education.

Resources labeled 000 are general references covering many fields. General references also include materials about applying to graduate school, e.g. *Graduate Admissions Essays*.

Good general reference for identifying graduate programs - *Peterson's Guide to Graduate Education*

Resources labeled with numbers greater than 000 are field/program-specific.

University Catalogs can be accessed at <http://www.collegesource.org/home.asp>

YELLOW SECTION: Preparing to Job Hunt, Getting Experience & Finding a Job

Mechanics of Job Hunting (writing resumes & cover letters, interviewing, finding salary information)

Use directories to identify potential employers for internships, part-time and full-time jobs.

Directories: Ways to identify employers with whom you wish to network or to whom you wish to apply.

- Local directories - labeled LOCAL
- National directories - labeled NATL
- *National Trade and Professional Associations* - also don't forget *Associations Unlimited*, a Galenet database that is available on the Web through a GMU connection - go to <http://oscr.gmu.edu/sql/alpha.php?a> and click on *Associations Unlimited* - it's keyword searchable!
- Government - labeled GOVT
- Directories by specific occupational field (resources with label greater than 000)
- Internships - directories (Yellow - X)
- **Job hunting mechanics:**
Job Hunting (JH), Resumes and Cover Letters (R), Interviewing (I), Salary (S) - also look at <http://www.salaryexpert.com>

Job listings:

- Job Bulletins (subscriptions) - e.g., Opportunities in Public Affairs; International Job Opportunities... (on reserve at the front desk)
- Many are available online to GMU students and alumni, but require a password. See separate list.
- PatriotJobWeb (available to GMU students and alumni)
- Miscellaneous Job Publications - go to <http://careers.gmu.edu/links> and click on Sampling of Publications with Job Listings
- Find a Job - Career-related Internet Sites - go to <http://careers.gmu.edu/links> and click on Find a Job

NETWORKING: Career Network (GMU's alumni network) <http://careers.gmu.edu/cn> (available to GMU students & alumni)