

Classic Books in Print, References, and Directories

Dictionaries, Encyclopedias, Handbooks-standard references to get you started

Career Guide to Industries (U.S. Department of Labor, Washington D.C.)

<http://www.bls.gov/oco/cg/>

This guide complements the Occupational Outlook Handbook, providing information on the industries where people work. It identifies industry trends, working conditions, earnings, training and advancement opportunities, and the factors affecting hiring. Updated annually.

Career Information Center, 9th Ed. (MacMillan Reference USA, 2006)

This publication profiles nearly 3,000 jobs in 13 volumes. Organized on the basis of occupational interest clusters, each volume describes work characteristics, job entry, education and training requirements, and advancement possibilities in particular fields.

Tips on self-evaluation, resume writing, and interviewing are discussed.

New Guide for Occupational Exploration, 4th Edition, 2006

http://www.careercc.com/shopmall/html/guide_for_occupational_explorati.shtml

The New Guide for Occupational Exploration is a very useful resource for matching interests to both job and learning options. As a major revision of the career resource previously titled the Guide for Occupational Exploration, this easy-to-use book is now based on the 16 U.S. Department of Education clusters that connect learning to careers.

Encyclopedia of Careers and Vocational Guidance, 14th Edition, (2009 Impact Publications)

<http://www.impactpublications.com/index.asp?PageAction=VIEWPROD&PRODID=3759>

This classic, an ideal starting place for conducting career research, is an essential resource for college, high school and junior high school libraries, career centers, guidance offices, and other agencies involved with career exploration. This edition covers the fastest growing careers and the ones that will add the greatest number of positions through 2014.

Occupational Outlook Handbook, (U.S. Department of Labor, Washington D.C.)

<http://stats.bls.gov/oco/home.htm>

One of the best guides available, this reference describes in detail some 250 occupations: what they are, where they're located and what they pay. This is a government best seller.

Occupational Outlook Quarterly (OOQ)

<http://www.bls.gov/pub/ooq/ooqhome.htm>

This quarterly periodical profiles emerging labor market trends and updates the Occupational Outlook Handbook.

Professional Careers Sourcebook, 7th Edition, June 2002 (Gale/Cengage Learning, Farmington Hills, MI)

<http://doi.contentdirections.com/mr/gale.jsp?doi=10.1223/0787654604>

This major reference provides a comprehensive overview of 129 professional and technical occupations, ranging from accountant and architect to visual artist and writer. In addition to information on job descriptions and contact information, the publication includes information on education and certification requirements, test preparation guides, professional and trade associations, and related periodicals.

**Business and
Training Directories:
Massachusetts, New
England and the US**

***Resourcelinks Business Directory of Directories* (RBD Group LLC)**

<http://www.resourcelinks.net/>

Lists thousands of directories dealing with thousands of subjects. Categories include industry, business, education, government, science, public affairs, and more.

***Hoover's Handbook of American Business, 2009* (Hoover's, Inc., Austin, TX)**

<http://www.hoovers.com/global/hoov/index.xhtml?pageid=16744>

Features in-depth profiles of more than 500 top companies in the U.S. Includes overviews of their operations, strategies, products, and sales. Indexed by industry, location, and brand names.

***Dun & Bradstreet Million Dollar Directory and Middle Market Directory* (Dun & Bradstreet, New York).**

<http://www.loc.gov/rr/business/duns/duns12.html>

Updated annually, this directory identifies the largest companies in the United States, providing information on the business name, the state of incorporation, and the address of company officers and directors.

***Massachusetts Manufacturing Directory, 2008* (Tower Publishing, Standish, ME)**

<http://www.towerpub.com/publications/MassachusettsManufacturing.htm>

Profiles more than 4,600 manufacturing companies in Massachusetts, providing information on products manufactured, gross sales, and number of employees. Companies are indexed alphabetically by city/town, and by Standard Industrial Classification (SIC) Code, with a North American Industry Classification System (NAICS) code.

***Predicast's Overview of Markets and Technology* (Gale/Cengage Learning, Farmington Hills, MI)**

This publication features abstracts from international trade and business journals, industry newsletters, and newspapers. It is ideal for locating information about market size and share, industry trends, emerging technologies, and competitive opportunities.

***Standard & Poor's Industry Survey* (McGraw-Hill, New York)**

http://sandp.ecnext.com/coms2/page_industry

Reviews the current business conditions, along with future growth prospects for every major industry in the United States. Updated annually.

***Thomas Register of American Manufacturers* (Thomas Publishing Co, New York)**

Contains information on the products and services and subsidiaries of over 173,000 major U.S. companies. Products and services are listed alphabetically and serve as a "yellow pages" for the entire United States. Published annually.

***Employment and Earnings* (U.S. Department of Labor, Washington D.C.)**

<http://www.bls.gov/opub/ee/home.htm>

Provides monthly employment and earnings statistics for the nation on both a household and establishment basis.

***Employment and Wages in Massachusetts* (Massachusetts Department of Workforce Development)**

http://lmi2.detma.org/Lmi/lmi_es_a.asp

Identifies payroll employment and wages in industries for the state, labor market areas, New England City and Town Areas (NECTAs), Workforce Areas, counties, and cities and towns. Data available quarterly.

**Employment and
Economic Reviews:
Massachusetts, New
England and the US**

Massachusetts Benchmarks (University of Massachusetts, Amherst, MA)

This quarterly publication assesses the performance of the Massachusetts economy and the major geographic regions within the state. It also provides timely articles on important business and economic issues facing the Commonwealth.

Current and past issues can be found on the Web at <http://www.massbenchmarks.org>

***Massachusetts Employment Projections 2006-2016
(Massachusetts Department of Workforce Development)***

Provides an overview of the industries and occupations likely to grow the fastest and generate the most new jobs in Massachusetts.

Available on the web at: <http://lmi2.detma.org/Lmi/pdf/MEP2014.pdf>

Monthly Labor Review (U.S. Department of Labor, Washington D.C.)

Features articles on jobs, wages, industrial relations and other labor market developments in the United States. Published monthly.

Available on the web at: <http://www.bls.gov/opub/mlr/mlrhome.htm>

New England Economic Indicators (Federal Reserve Bank, Boston)

A monthly report on employment, unemployment, hours and earnings, construction, retail sales, and other variables to gauge the performance of each of the six New England states' economies.

Available on the web at: <http://www.bos.frb.org/economic/nee/index.htm>

Job Search/Career Exploration Books

***Encyclopedia of Job-Winning Resumes, 3rd edition 2006*
(Myra Fournier and Jeffrey Spin)**

Contains more than 400 resumes for college students. Organized by major fields of study.

***Sweaty Palms: The Neglected Art of Being Interviewed*
(H. Anthony Medley)**

Focuses on the small things that can occur during the interview that spell the difference between getting a good job offer and being rejected.

***What Color is Your Parachute? A Practical Manual for Job-Hunters and Career Changers,*
(Richard N. Bolles)**

Considered one of the best job search guides, this book provides step-by-step instructions for choosing a particular career and developing a strategy to achieve your goal. Updated annually.

***Change Your Job, Change Your Life: Careering and Re-Careering in the New Boom/ Bust Economy* (Ronald Krannich)**

Tells it like it is in the trenches. Rare combination of analysis and practical advice for job seekers.

***The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction or Success* (Nicholas Lore)**

This book leads readers through the process of deciding exactly what they want to do for a living and finding a way to make it happen.

***Monster Careers: How to Land the Job of Your Life*
(Jeffrey Taylor & Douglas Hardy)**

Practical tips for recent grads, people looking for something better, and anyone who might be affected by the climate of uncertain job security. Upbeat, inspirational, indispensable guide.

***Weddle's Directory of Employment-Related Internet Sites for Recruiters & Job Seekers*
(Peter Weddle, Editor)**

Use this one-of-a-kind directory to easily locate employment sites & recruiters. Over 10,000 job boards, 40,000 employment sites, arranged by occupational field, industry, and geographic focus.

***Adams Cover Letter Almanac* (Richard Wallace)**

"Most comprehensive guide available for attention-getting cover letters and business letters. Give you an edge by helping you create powerful, compelling letters to get you noticed."

**Job Search/Career
Exploration Books
(continued)**

***Résumé Magic: Trade Secrets of A Professional Résumé Writer*
(Susan Britton-Whitcomb)**

The gold standard in résumé guides; used by professional résumé writers.

Expert Résumés Series

- Computer & Web Jobs
- People Returning to Work
- Managers & Executives
- Military to Civilian Transitions
- Health Careers
- Baby Boomers
- Career Changers
- Teachers & Educators
- Engineers

***Expert Resumes for Manufacturing Careers: Engineering, Management, Executive, Operations, Production, & Technology* (Wendy S. Enelow & Louise M. Kursmark)**

Simply written with all the information you need to know about writing a good résumé with an assortment of formats, different types of résumés, etc.

***Interview Fitness Training: A Workout with Carole Martin, the Interview Coach*
(Carole Martin)**

Very professional and helpful, clear and concise, written by monster.com's interview expert.

***The Everything Job Interview Book: All You Need to Make a Great First Impression & Land the Perfect Job* (Joy Darlington & Nancy Schuman)**

How to showcase your skills and convince a potential employer that you are the best person for the job. Perfect book for any job hunter from recent college grad to seasoned professional.