Career development

By Cynthia Coccaro

Some less well-known sites to check out

There are many considerations when investigating various careers. Industries, occupations, necessary education and experience, salaries, and locations will be examined. Researching companies and writing résumés and cover letters are also a part of the career development process. There are many career guidance Web sites to assist in these areas. Many of these sites are associated with college and university career counseling centers. They usually contain information specific to what their institutions offer, such as campus job fairs.

Additionally, there may be a student résumé bank, résumé writing guides, and information on interviewing techniques. This collection of Web sites excludes sites that are well published, such as The Monster Board (http://www.monster.com) or Career Mosaic (http://www.careermosaic.com), and for which many links are provided within the listed sites. Unique or well-organized Internet sites were generally sought for this listing.

General career guidance

• **ASU Business: Student Services: Internet Resources: Career.** Arizona State University's College of Business has a select listing of career Internet resources. *Access:* http://www.cob.asu.edu/misc/rscs.html#car.

• **The Career Channel.** Rice University Career Services' Web site is geared toward its students, but has internship links, résumé and cover letter samples, and a guide for persons considering graduate school. *Access:* http://riceinfo.rice.edu/projects/careers/.

• **Chicago Tribune Career Path.** This site contains links for the job search, "hot" companies, employment news and advice, placing an ad, and job fairs especially for the Chicago area. *Access:* http://www.chicago.tribune.com/career/#top.

• **WSJ.com Careers.** This *Wall Street Journal* Web site includes job listings and various career articles concerning résumés, interviewing, networking and specific careers within an industry. *Access:* http://careers.wsj.com/.

Industry information

• **Industry Research Desk.** This Web site explores specific industries and companies. It also provides an explanation for the change from the SIC (Standard Industrial Classification) System to NAICS (North American Industry Classification System). *Access:* http://www.virtualpet.com/industry/rdindex2.htm.

• **Industry.net.** This site specializes in various engineering and manufacturing industries, with links to news reports and associations.

• **LSU Libraries Webliography: Business and Industry News.** Louisiana State University Libraries has an Internet subject guide for business that includes Business and Industry News. Links are provided to various industry reports. *Access:* http://www.lib.lsu.edu/bus/biznews.html.

• **Research Magazine Online: Industry Spotlight.** Research Magazine Online has an Industry Spotlight that provides the state of the industry, top-performing companies, company profiles, and cumulative comparison graphs. *Access:* http://www.researchmag.com/spot/spots.htm.

Occupational Outlook Handbook ⒷⓈ

Occupational information
• **1996–97 Occupational Outlook**

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Handbook. The Occupational Outlook Handbook (OOH), published by the Bureau of Labor Statistics, is searchable by keyword and contains the full text of the OOH with links to term definitions and related occupations. *Access:* http://stats.bls.gov/ocohome.htm.

- **Exploring Occupations.** The University of Manitoba provides numerous links to useful occupation-specific sites. *Access:* http://www.umanitoba.ca/counselling/careers.html.
- **IEEE USA Career and Education Page.** This site provides extensive career information for the Institute of Electrical and Electronics Engineers, Inc. (IEEE) membership. There is a link for employment assistance, also. *Access:* http://www.ieee.org/usab/DOCUMENTS/CAREER/career.menu.html.

Education

- **College Guide.** Information provided by this site includes descriptions of colleges, and it explains how to receive additional information. *Access:* http://www.jayi.com/ACG/.
- **.edu Colleges & Career Center.** This site, provided by *U.S. News & World Report*, contains topics such as getting into college, choosing a graduate school, financial aid, available jobs, and interviewing skills. It also includes the 1998 college rankings. *Access:* http://www4.usnews.com/usnews/edu/home.htm.
- **Peterson's Education Center: Undergraduate Study.** This Peterson's Web site allow colleges to be searched by name, location, and major. Additionally, it allows one to apply via the WWW, and gather financial aid information. *Access:* http://www.petersons.com/ugrad/.

Internship and summer employment

- **American Express University: Getting a Job: Internships.** Companies or institutions that provide internships are described. *Access:* http://www.americanexpress.com/student/moneypit/getjob/intern/intern.html.
- **Great Summer Jobs.** A Web site sponsored by the American Camping Association that emphasizes jobs at summer camps. *Access:* http://www.greatsummerjobs.com/.
- **Internship and Fieldwork Listings Nationwide.** The University of Virginia Office of Career Planning and Placement provides links to select internship Web sites. *Access:* http://minerva.acc.virginia.edu/~career/intern.html.
- **Regional, National, and International Internships.** Drake University's Career Center provides a subject arrangement of internships. *Access:* http://www.drake.edu/stulife/carregion.html.
- **Resort, Recreation and Tourism Management (RRTM) Student Internship Program.** RRTM provides summer internship and seminar opportunities within the resort and tourism industry. *Access:* http://www.ipcc.com/market/rrtm/page1.html.
- **Summer Jobs.** Worldwide job search capabilities by keyword or location are provided. This site, also, gives success stories and career links. *Access:* http://www.summerjobs.com/.

Relocation and salaries

- **City.Net.** This site includes information concerning the arts, entertainment, education, demographics, and business within various cities. *Access:* http://www.city.net/.
- **Click City.** City information from this Web site includes categories such as city guides, employment, religion, education, arts, and recreation. *Access:* http://clickcity.com/.
- **JobSmart Home: Salary Information.** This site provides citations to salary surveys, links to some salary tables, and articles concerning salary negotiation. *Access:* http://jobsmart.org/tools/salary/index.htm.
- **The Salary Calculator.** This Web site calculates comparable salary differences between U.S. and international cities. It has a Spanish-language version, also. *Access:* http://www.homefair.com/homefair/cmr/salcalc.html.

Résumé, cover letter, and interviewing

- **200 Letters for Job Hunters.** Detailed information concerning applying for different types of jobs is presented. The site also includes pointers on writing cover letters and other employment correspondence. Access: http://www.careerlab.com/letters/.
- **Career Center: Guide to Resume Writing.** Tips for writing résumés for print and electronic

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Internet articles on Web

The Internet Resources articles published in *C&RL News* are also posted on the Web at http://www.ala.org/acrl/resrces.html. Hypertext links are made to each reviewed site. Future topics will cover: biotechnology, free Web graphics, investment/personal finance, social work/welfare, nutrition, distance education, tourism and travel, and East Asia.

formats, a sample résumé, and advice for writing cover letters are given. *Access:* http://www.jobweb.org/catapult/guenov/restips.html.

• **Resume Magic: Master Resume Writer's Secrets Revealed.** Resume Magic explains how to write the various components of a résumé. Additionally, definitions and samples of the parts are given. *Access:* http://www.liglobal.com/b_c/career/res.shtml. Links to: Abracadabra: Cover Letters That Make Interviews Appear. *Access:* http://www.liglobal.com/b_c/career/abra.html. The cover letter site links to: Interview Magic: How to Pass Through the Interview Process in One Piece. *Access:* http://www.liglobal.com/b_c/career/iview.html.

Company information
• **Edgar Database of Corporate Information.** Domestic public companies required to file forms 10-K and 10-KSB, containing most of the information from the "Annual Report to Shareholders," with the SEC (U.S. Securities and Exchange Commission) are found on Edgar. Edgar posts the forms within 24 hours of filing. *Access:* http://www.sec.gov/edgarhp.htm.

EDGAR Database *of corporate information*

• **The Fortune 500.** This site contains information about the Fortune 500 companies arranged by company names, industry, and CEO. Some of the information provided in the Company Snapshot includes links to the company Web sites, the company's address, current stock prices, and revenues. A large number of the company Web sites include employment opportunities. *Access:* http://www.pathfinder.com/@@T9BcBQUAOiH20634/fortune/fortune500.

• **JobWeb: Employer Profiles.** The National Association of Colleges and Employers publishes these Web site pages describing various employers and providing links to their homepages. *Access:* http://www.jobweb.org/employer/.

• **Sources of Public Information on Privately Held Companies.** A list, provided by Washington Researchers, Ltd., notes public sources to consider when searching for information about private companies. *Access:* http://allison.clark.net/pub/busintel/premium-private.html.

Electronic journals
• **Career Magazine.** This site provides access to job openings, résumé banks, employer profiles, articles, and news, as well as career links. *Access:* http://www.careermag.com/.

• **Job Choices Online.** This online periodical contains current and archived career articles from the print version of *Job Choices.* *Access:* http://www.jobweb.org/jconline/.

• **Research Magazine Online.** Research Magazine Online provides comprehensive stock information to job seekers concerned with the financial health of a potential place of employment. *Access:*http://www.researchmag.com/. ■

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won't have long to wait. And an exciting side benefit of going asynchronous is that we are now able to welcome out-of-state students to participate, and have done so with 16 out-of-state students taking Basic Reference and Database Searching this past summer. Out-of-state students are eligible to earn a UMA degree by taking the library core courses via distance education and transferring in other required courses from an accredited institution of higher education, or as many seem to do, take them for professional development. Based on a special policy for these type of courses, set up by the Board of Trustees, out-of-state students pay in-state tuition rates.

It has been an interesting and "excellent" adventure—one we are delighted we signed up for. The staff have come together in support of our students and we have made another name for ourselves in our institution and in the state. Changes continue to swirl around the librarians and their entrepreneurship. This fall, Dean Abbott submitted a proposal to the president requesting that, in addition to Kirk Rau, the two other reference librarians be given non-tenure faculty rank to recognize their place in the greater institution. Of course, while all of this is going on, we continue to provide library services to our undergraduates and keep the business of the library in good order.

Note
1. Shirley M. Jarvella, "Associate Degree in Library and Information Technology: Experiment in 'Virtual' Library Education in Maine," *Library Mosaics* (May/June 1996). ■