The following reference sources provide information relevant to careers. They are available in the reference collection or via the Web as indicated. This is not a comprehensive listing.

**Handbooks and Encyclopedias**

This five volume resource gives up-to-date overviews of industries, article on careers and Web sites to assist in locating additional information.

*Occupational Outlook Handbook*
This labor guide outlines career outlooks, preparation, employment, and earning for most occupations.

**IUCAT**

Use the Indiana University Libraries online catalog, *IUCAT*, to locate books and e-books on occupations. To get the best results in *IUCAT* enter the career you are researching and vocational guidance or career development. Some examples of terms that could be used are:

- Journalism vocational guidance
- Nursing vocational guidance
- Psychology vocational guidance
- Teaching career development

If you are looking for materials to assist in job hunting, preparing for interviews, or how to prepare cover letters or resumes, some examples of terms that can be used are:

- Cover letters
- Employment interviewing
- Job hunting
- Resumes

Some resources available in *IUCAT* are e-books, many of these are part of the INSPIRE eBook Collection (EBSCOhost) available to State of Indiana citizens via the INSPIRE website: [http://www.inspire.in.gov](http://www.inspire.in.gov).

Some resources available in *IUCAT* may have a location of “Career Materials.” These are housed in the Career and Accessibility Center, in the Kelley Student Center room 200.

**Database**

*Testing & Education Reference Center*
Provides preparation manuals and practice tests for many college prep and career advancement exams, including ASVAB, CLEP, NCLEX, and PRAXIS. Also includes a resume builder and college and university information.
Web Resources
Sites for locating information about careers as well as job posting sites.

CareerBuilder.com
One of the largest online job sites in the United States.

CareerOneStop
A pathway that provides tools to help job seekers, students, businesses, and career
professionals. Provides a salary calculator, resume and cover letter help, as well as job
search advice. Sponsored by the U.S. Department of Labor

job-hunt.org
Provides the comprehensive listing of employer recruiting page links, the Internet-accessible
job-search resources and services on the Web, and the best and most up-to-date advice
from genuine job search and career experts.

Learn More Indiana
Learn More Indiana is a partnership of state and local organizations working to help
Hoosiers of all ages complete education and training beyond high school.

Monster
Resumes, jobs, and career resources. Provides a free salary wizard and company
profiles.

O*NET OnLine
The O*NET database includes information on skills, abilities, knowledge, work activities,
and interests associated with occupations. This information can be used to facilitate
career exploration, vocational counseling, and a variety of human resources functions,
such as developing job orders and position descriptions and aligning training with current
workplace needs.

Princeton Review: College Research
Provides information about test preparation services, tutoring, and admission resources
for college and graduate school bound students.

The Riley Guide
A gateway for job search, career exploration and school information.