

Careers

(Revised 3/18/2013)

Websites

- [Amarillo College Career Planning and Placement Services](#)—Find out how you can receive help identifying a career that is right for you and how this office can help you find employment.
- [Career Guide to Industries](#) (U.S. Bureau of Labor Statistics)—Some topics listed on this site are “occupations in the industry, training and advancement, earnings, expected job prospects, working conditions, information about the job market in each state, and more.”
- [Hot Jobs in Texas](#)—Descriptions of numerous health careers. This Web site resulted from a collaborative project involving several Texas governmental agencies.
- [Occupational Outlook Handbook \(OOH\) Search Page](#)—The *Occupational Outlook Handbook* published by the U.S. Department of Labor/Bureau of Labor Statistics is one of the best sources of career information. Enter an occupation into the search box to view an article. Sections include Nature of the Industry, Working Conditions, Employment, Occupations in the Industry, Training and Advancement, Earnings, Outlook, and Sources of Additional Information. [Watch this AC Library tutorial](#) to find out more about using the Handbook Web site.
- [O*Net Resource Center](#)—The O*NET Web site describes O*NET as the “nation's primary source of occupational information. It contains large amounts of career information, and much of it is formatted in easy-to-read bullet statements.”
- Professional association directories Professional associations can be very helpful resources for job seekers. [Watch this AC Library tutorial](#) for more information.
- [Resumes](#)-- Site contains resume examples and other helpful information. Sponsored by the National Association of Colleges and Employers.
- [Texas' Statewide Targeted Occupations](#)—From the Texas Workforce Commission Website.

AC Library Databases

You will be asked for your AC Online login to access the AC Library Databases. Watch for the dates on career articles to avoid outdated information.

- [Academic Search Complete](#): This multi-subject database contains both scholarly and popular content on a wide variety of topics. Combine the search term *career* or the name of the career with terms like *change*, *development*, *guidance*, etc. Click the “Full Text” box to retrieve only complete articles and not just summaries (abstracts).
- [Associates Programs Source](#): Geared towards two-year vocational and professional fields. Examples: Paralegal, fire protection, criminal justice, interior design, aviation, auto repair.
- [Vocational and Career Collection](#) is designed for vocational and technical libraries serving high schools, community colleges, trade institutions, and the general public. This collection provides complete articles for more than 350 trade and industry-related periodicals. Click the “Full Text” box to retrieve only complete articles and not just summaries (abstracts).
- [Encyclopedia of Careers and Vocational Guidance](#): “The revised and expanded 15th Edition includes more than 40 new job articles, more than 100 new photographs, and thoroughly updated career information about more than 750 jobs in more than 90 industries. In addition, new information has been included to help job-seekers stay on the cutting edge and understand the important role of the Internet and online social networking in today’s employment market.”

Electronic Books

Note: The [EBSCO eBooks](#) database contains many books about careers. The examples below are just a few of them. When prompted, please log in using your AOnline ID and password. [Watch this AC Library tutorial for more information.](#)

- [America's Top 300 Jobs: A Complete Career Handbook](#)—Indianapolis, IN: JIST Publishing, 2004.
- [Best Jobs for the 21st Century](#)—Farr, J. Michael; Shatkin, Laurence. Publication: Indianapolis, IN: JIST Publishing, 2004.
- [The Career Navigation Handbook](#)—Hunt, Christopher W.; Scanlon, Scott A. Hoboken, N.J.: John Wiley & sons, Inc. (US), 2004.
- [Gallery of Best Resumes for People Without a Four-year Degree: A Collection of Quality Resumes By Professional Resume Writers](#)—Noble, David, F. Indianapolis, IN.: JIST Publishing, 2005.
- [Getting the Job You Really Want: A Step-by-step Guide to Finding a Good Job in Less Time](#)—Farr, J. Michael. Indianapolis, IN.: JIST Publishing, 2002.
- [The Latino Student's Guide to College Success](#)—Valverde, Leonard A. Westport, CN: Praeger.2002.

- [*Motivation and Learning Strategies for College Success: A Self-Management Approach*](#)—Dembo, Myron H. Lawrence Erlbaum Associates, Inc., 2004.
- [*Networking for Job Search and Career Success*](#) —Tullier, L. Michelle. Indianapolis, IN: JIST Publishing, 2004.
- [*Reinvent Your Career: Attain the Success You Desire and Deserve*](#)—Solovic, Susan Wilson; Parkes, Kristen. Franklin Lakes, NJ: The Career Press, 2003.
- [*Same-day Résumé: Write an Effective Résumé in an Hour*](#)—Farr, J. Michael. Indianapolis, IN: JIST Publishing, 2004.
- [*Top 100 Health-care Careers: Your Complete Guidebook to Training and Jobs in Allied Health, Nursing, Medicine, and More 2nd Ed.*](#)—Wischnitzer, Saul; Wischnitzer, Edith. Indianapolis, IN: JIST Publishing, 2005.
- [*The Ultimate Guide to Getting the Career You Want: And What to Do Once You Have It*](#)—Dowd. Karen O.; Taguchi, Sherrie Gong. New York: McGraw-Hill Professional, 2004.
- [*Working Identity: Unconventional Strategies for Reinventing Your Career*](#) — Ibarra, Herminia. Boston, Mass.: Harvard Business School Press, 2003.

MLA Citation Style Examples for Career Resources [\(printable handout\)](#)

Print Books

Librarians can help students identify suitable books for assignments. You can save time by seeking their assistance.

Washington Street Campus

Walk-in assistance: Go to the second floor of Lynn Library. Use the telephone located on the small table near the main computer sign-in desk to call the research help number, which is posted. The librarian on duty will respond.

Assistance by appointment: Call 371-5403 or 345-5582 to make an appointment for uninterrupted individual help.

Assistance by telephone: Call 371-5468 or toll-free 866-371-5468.

West Campus

Note: The West Campus Library specializes in nursing, allied health, criminal justice, child development, and mortuary science.

Walk-in assistance: Go to the AC area of the Amarillo Public Library Northwest Branch, which is located in the southeast corner of the AC West Campus (closest to Bell Street). (The AC area is located in the back right-hand corner of the building.) The AC librarian on duty will assist you. You will need a valid library card to check out a book. Call 371-5400 for information about how to obtain a library card.

Assistance by telephone: Call 356-3627.