

Canisius College Career Center

Library Collection

The Career Center Library contains a collection of over 225 career-related books and periodicals. All materials are available during regular business hours. The following materials can be borrowed for a 10 day period.

Career Development

Career Development

10 Things Employers Want You to Learn in College, Bill Coplin, 2003
Career Book, Joyce Lain Kennedy, 1994
Career Guide for Creative and Unconventional People (The), Carol Eikleberry, 1999
Career Planning & Development for College Students and Recent Graduates, John E. Steele and Marilyn S. Morgan, 1991
College Board Book of Majors, Gaston Caperton, 2004
Dictionary of Occupational Terms, Nancy E. Shields, 1994
Don't Wait Until You Graduate II, Keith F Luscher, 2003
How to Find Your Mission in Life, Richard Nelson Bolles, 2005
Major in Success, Patrick Combs, 2000

Reference

Dictionary of Occupational Titles, 1991
O*Net Dictionary of Occupational Titles, J. Michael Farr and LaVerne Ludden, 1998
Occupational Outlook Handbook 2002-2003, U.S. Department of Labor, 2002

Occupational Exploration: Arts, Sciences & Technology

Animal/Pet Care

Opportunities in Animal and Pet Care Careers, Mary Price Lee and Richard S. Lee, 1994
Working With Wildlife, Thane Maynard, 1999

Biology

Biological Science Careers (Opportunities in), Kathleen Belikoff, 2004
Biotechnology Careers (Opportunities in), Sheldon S. Brown, 2001
Great Jobs for Biology Majors, Blythe Camenson, 2004

Communication

100 Best Careers for Writers and Artists, Shelly Field, 1998
Becoming a Graphic Designer: A Guide to Careers in Design, Steven Heller & Teresa Fernandes, 2002
Career Opportunities for Writers, Rosemary Ellen Guiley, 2000
Career Opportunities in Advertising and Public Relations, Shelly Field, 2002
Careers for Writers and Others Who Have a Way With Words, Robert W. Bly, 1996
Communications and Entertainment (Careers in), Leonard Mogel, 2000
Commercial Art and Graphic Design Careers, Barbara Gordon, 1998
Event Planning Careers (Opportunities in), Blythe Camenson, 2002
Great Jobs for Communication Majors, Blythe Camenson, 2002
Media Directory of WNY, Collins & Company, 2002

Criminal Justice

Great Jobs for Criminal Justice Majors, Stephen Lambert and Debra Regan, 2001

Disability/Minority

Best Careers for Bilingual Latinos, Graciela Kenig, 1999
Career Success is Color Blind, Ollie Stevenson, 2000
Job Search Handbook for People with Disabilities, Dr. Daniel J. Ryan, 2000
Job-Hunting for the So-Called Handicapped, Richard Nelson Bolles and Dale Susan Brown, 2001
Lavender Road to Success: The Career Guide for the Gay Community, Kirk Snyder, 2003
LaVida Rica – The Latina's Guide to Success, Yrma Rico, 2004

English

Great Jobs for English Majors, Julie DeGalan and Stephen Lambert, 1994

Environment

Careers in the Environment, Michel Fasulo and Paul Walker, 1995
Environmental Careers in the 21st Century, Environmental Careers Organization, 1999
Green at Work, Susan Cohn, 1992
Making a Living While Making a Difference, Melissa Everett, 1999
Outdoor Careers, Ellen Shenk, 1992

Fine Arts

100 Careers in the Music Business, Tanja L. Crouch, 2001
Career Opportunities in Art, Susan H. Haubensstock and David Joselit, 2001
How to Get a Job in the Music and Recording Industry, Keith Hatschek, 2001
Interior Design and Decorating Careers (Opportunities in), Victoria Kloss Ball, 2002
Jobs in Arts and Media Management, Stephen Langley and Jams Abruzzo, 1990
Museums: A Place to Work: Planning Museum Careers, Jane R. Glaser, 2002
Music Careers (Opportunities in), Robert Gerardi, 2002
Music Lovers & Other Tuneful Types (Careers for), Jeff Johnson, 1997
Opportunities in Museum Careers, Blythe Camenson, 1996
Performing Arts Careers (Opportunities in), Bonnie Bjorguine Bekken, 2001
Theatre and the Performing Arts (Career Opportunities in), Shelly Field, 1999

Health Care

270 Ways to Put Your Talent to Work in the Health Field, National Health Council, 1998
Health Professions Careers and Education Directory, American Health Association, 2002
Peterson's Job Opportunities in Health and Science, Peterson's Guides, 1999
Yale Guide to Careers in Medicine and the Health Professions, Robert M. Donaldson, Jr., 2003
Planning a Life in Medicine, John Smart, 2005

History

Careers for Students of History, Patricia J. Howe, 1989
History Buffs & Others Who Learn from the Past (Careers for), Blythe Camenson, 2002

Hospitality and Travel

Culinary Careers (Opportunities in), Mary Donovan, 2004
Travel Careers (Opportunities in), Robert Milne, 2003

Liberal Arts

Great Jobs for Liberal Arts Majors, Blythe Camenson, 2002
Liberal Arts Jobs, Burt Nadler, 1998
Opportunities in Social Science Careers, Rosanne J. Marek, 2004

Languages

Foreign Language Aficionados and Other Multilingual Types (Careers for), H. Ned Seelye and J. Laurence Day, 1994
Great Jobs for Foreign Language Majors, Julie DeGalan and Stephen Lambert, 1995

Mathematics

Number Crunchers and Other Quantitative Types (Careers for), Rebecca Burnett, 1992

Non-Profit

100 Best Nonprofits to Work For, Leslie Hamilton and Robert Tragert, 2000
Careers for Good Samaritans and Other Humanitarian Types, Marjorie Eberts, 1994
Careers in Community Development, Paul C. Brophy and Alice Shabecoff, 2001
Careers in Non-Profits and Government Agencies, Wet Feet, 2002
Directory of Community Services in Erie County, Central Referral Service, 2002
From Making a Profit to Making a Difference, Richard M. King, 2000
Jobs and Careers with Non-Profit Organizations, Ron and Caryl Krannich, 1999
Non-Profits' Job Finder, Daniel Lauber, 1993
Opportunities in Fund-Raising-Raising Careers, Mark Rowh, 2001

Psychology

Career Paths in Psychology - Where Your Degree Can Take You, Robert J. Sternberg, 1997

Science

Forensic Science Careers, Blythe Camenson, 2001

Technology

America's Top Computer and Technical Jobs, Michael Farr, 2003
Job Opportunities in Engineering and Computer Sciences, Peterson's Guides, 1999

Occupational Exploration: Business (General and Graduate)

General

Banking Careers (Opportunities in), Adrien A. Paradis, 2001
Careers in Marketing, Lila B. Stair and Leslie Stair, 2001
Great Jobs for Business Majors, Stephen Lambert, 2003
Great Jobs for Computer Science Majors, Jan Goldberg, 2003
Human Resources Management Careers, J. Steven McKenzie, 2002
Sales Careers, Edward R. Newill, Jist Works, 2003
Training and Development Careers (Opportunities in), Edward E. Gordon, Catherine M. Petrini, 1997

Graduate

Careers in Healthcare Management, Cynthia Carter Haddock, 2002
Directory of Executive Recruiters 2002, Kennedy Information, 2002
Executive Career Guide for MBA's, Richard Beatty, 1996
Harvard Business School Guide to Careers in Management Consulting, Lily Won, Editor, 2000
Harvard Business School Guide to Careers in Marketing, Ann Chen, 2000
Harvard Business School Guide to Careers in the Nonprofit Sector, Stephanie Lowell, 2000
Healthcare Management (Careers in), Cynthia Carter Haddock, Robert A. McLean, 2002
Rites of Passage: Executive Job-Changing, John Lucht, 2001
Vault Guide to the Top 50 Consulting Firms, Marcy Lerner, 2003

Job Search/Opportunities

Peterson's Job Opportunities in Business, Peterson's Guides, 1999
The Unofficial Guide to Getting a Job at Microsoft, Rebecca Smith, 2000

Occupational Exploration: Education

Teaching

Career Opportunities in Education, Susan Echaore-McDavid, 2001
Careers in Education, Roy A. Edelfelt, 1997
Classroom Management That Works, Robert J. Marzano, 2003
Education and Public Health, Jenny Smith, 2003
First Amendment in Schools, Charles C. Haynes, 2003
How to Get the Teaching Job You Want, Robert Feirsen and Seth Weitzman, 2001
NYSTCE: Complete Preparation for the LAST & ATS-W, Kaplan, 2001
Praxis I: PPST, Cliffs Test Prep, 2001
Strategies for Successful Student Teaching, Caral Marra Pelletier, 2000

Counseling

Counseling and Development Careers (Opportunities in), Neale Baxter and Philip A. Perry, 1997

Education Job Search

101 Grade A Resumes for Teachers, Rebecca Anthony and Gerald Roe, 1998
Creating Portfolios, Martin Kimeldorf, 1994
Curriculum Vitae Handbook, Rebecca Anthony and Gerald Roe, 1994
Developing a Professional Teaching Portfolio, Patricia M. Constantino and Marie N. DeLorenzo, 1998
Expert Resumes for Teachers and Educators, Wendy S. Enelow and Louise M. Kursmark, 2002
Resumes for Education Careers, Editors of VGM Career Horizons, Second Series, 1999
Teacher Portfolios, Sheri Everts Rogers and Kathy Everts Danielson, 1996
With Portfolio in Hand, Nona Lyons, 1998

Education Reference

Patterson's American Education, Educational Directories, Inc., 2002
Patterson's Elementary Education, Educational Directories, Inc., 2002

Education Resources

Transforming Schools, Allison Zmuda, 2004
Accountability for Learning, Douglas B. Reeves 2004
How to Thrive as a Teacher Leader, John G. Gabriel, 2005
Linking Teacher Evaluation and Student Learning, Pamela D. Tucker, 2005

Getting Results with Curriculum Mapping, Heidi Hayes Jacobs, 2004
From Standards to Success: A Guide for School Leaders, Mark R. O'Shea, 2005

Occupational Exploration: Law/Government/Enforcement

Law

Law School Insider, Jeremy B. Horwitz, 2002

Enforcement

America's Top Military Careers, 2000

FBI Careers - The Ultimate Guide to Landing a Job as One of America's Finest, Thomas H. Ackerman, 2002

Guide to Law Enforcement Careers, Donald B. Hutton and Anna Mydiarz, 1997

Government

Book of U.S. Government Jobs (The), Dennis V. Damp, 2000

Federal Civil Service Jobs, ARCO, 2000

Federal Resume Guidebook, Kathryn Kraemer-Troutman, 2004

Finding a Job in Washington, Bruce Maxwell, 2000

Handbook of Government and Public Service Careers, Annette Selden, Editor, 1993

Ten Steps to a Federal Job, Kathryn Kraemer-Troutman, 2002

Washington Internships in Law and Policy 2001, Career Education Institute, 2001

Occupational Exploration: Sports/Fitness/Leisure

Sports

50 Coolest Jobs in Sports, David Fisher, 1997

Athlete's Guide to Career Planning, Al Petitpas, 1997

Career Opportunities in the Sports Industry, Shelly Field, 1999

Developing a Lifelong Contract in the Sports Marketplace, Greg J. Cylkowski, M.A., 1997

Profiles of Sport Industry Professionals, Matthew J. Robinson, 2001

Sports and Athletics Careers (Opportunities in), William R. Heitzmann, 1994

Sports Business Directory, Michael J. Patino, Editor, 2002

Sports Journalism Careers, Joseph F. Mulligan and Kevin T. Mulligan, 1999

Sports Medicine Careers (Opportunities in), William R. Heitzmann, 1991

Sports Nuts and Other Athletic Types (Careers for), William Ray Heitzmann, 1997

Ultimate Guide to Sports Marketing (The), Stedman Graham, 2001

Leisure

Careers in Sports, Fitness and Recreation, Robert F. Wilson, 2001

Recreation and Leisure Careers (Opportunities in), Clayne R. Jensen and Jay H. Naylor, 1990

International

General

A Year Between, 1991

Alternative Travel Directory, Transitions Abroad, 2002

Career Planning Guide for International Students, 1997

How to Get a Job in Europe, Cheryl Matherly, 2003

International Job Directory, Ron and Caryl Krannich, 1999

International Job Finder - Where the Jobs Are Worldwide, Daniel Lauber with Kraig Rice, 2002

International Jobs, - Where They Are and How to Get Them, Nina Segal and Eric Kocher, 1999

It's Your World: Students Guide to Education Abroad, StudyAbroad.com, 2002

Jobs and Careers Abroad, Deborah Penrith, 2005

Looking for Employment in Foreign Countries, June L. Aulick, Editor, 1990

Work Abroad, Transitions Abroad, 2001

Education

Directory of Overseas Schools 1999-2000, International Schools Service, 1999

Internships/Volunteer

International Internships and Volunteer Programs, Will Cantrell and Francine Moddero, 1992

Internships/Summer/Volunteer

Internships

2003-2004 National Directory of Scholarships, Internships, and Fellowships for Hispanics, Congressional Hispanic Caucus, 2003
Back Door Guide to Short-Term Job Adventure, Michael Landers, 2000
Experienced Hand (The), Timothy Stanton and Kamli Ali, 1994
Internships 2005, Peterson's, 2005
Internship Bible, Princeton Review, 2004
National Directory of Arts Internships 2003-04, Warren Christensen, 2003
Princeton Review: The Best 109 Internships, Mark Oldman, 2003

Volunteer

So, You Want to Join the Peace Corps, Dillion Bannerjee, 2000

Graduate School

Getting Into Graduate School

Free Money for Graduate School, Laurie Blum, 2000
Game Plan for Getting into Graduate School, Marion B. Castellucci, 2000
Getting Money for Graduate School, Thomson/Peterson's, 2002
GMAT/CAT 2000 Edition, Thomas H. Martinson, J.D., 2000
Graduate Admissions Essays, Donald Asher, 2000
Graduate School and You - A Guide for Prospective Graduate Students, Clara Sue Kidwell, 1999
Graduate School: Winning Strategies for Getting in..., Dave G. Mumby, Ph.D., 1997
Grants for Graduate & Postdoctoral Study, Peterson's, 1998
GRE Exam, 5th Edition, Kaplan, 2001
LSAT Success, Thomas O. White, 1996
Perfect Personal Statements, Mark Alan Stewart, 2002

Graduate Programs

Directory of M.A. and Ph.D. Programs in Art, Art History, and Related Areas, College Art Assoc., 1999
Getting Into Law School: Strategies for the 90's, Thomas H. Martinson. J.D., 1992
Graduate Programs in Arts and Architecture, 2004
Graduate Programs in Education, 2004
Graduate Programs in Human Resources Management, SHRM Foundation, 2002
Graduate Programs in Humanities 2004
Graduate Programs in the Health Professions 2004
Graduate Study in Psychology 2000 - 2001, American Psychological Association, 2000
Graduate Training in Museum Studies, Marjorie Schwarzer, 2001
Guide to Arts Administration, Association of Arts Administration, 2000
Law School Public Interest Law Support Programs: 1999 - 2000 Directory, American Bar Assoc., 1999
Planet Law School, "Atticus Falcon", 1998

Job Search

Methods

200 Best Jobs for College Graduates, Michael Farr, 2003
50 Ways to Get Hired, Max Messmer, 1994
America's Top Medical, Education and Human Service Jobs, J. Michael, 2001
Best Jobs for the 21st Century, J. Michael Farr, 2001
Career Guide to America's Top Industries, U.S. Department of Labor, 2002
Career Power, Neil C. Kalt, Ph.D., 2002
Change Your Job, Change Your Life, Ron Krannich, Ph.D., 2002
College Grad Job Hunter, Brian D. Krueger, 1994
Coming Alive From Nine to Five, Betty Neville Michaelozzi, 1996
Getting the Job You Really Want, J. Michael Farr, 2002
How to Survive Without Your Parents Money, Geoff Martz, 1993
In Transition from the Harvard Business School Club of New York's Career, Mary Lindley Burton and Richard A. Wedemeyer, 1992
Job Hunting for Dummies, Max Messmer, 1995
Job Seekers Guide to Socially Responsible Companies, Katherine Jankowski, 1995
Knock 'em Dead 2003, Martin Yate, 2003
Over 40 Job Search Guide, Gail Geary, J.D., 2005
Professional's Job Finder, Daniel Lauber, 1997
Reality 101, Fran Katzanek, 1998

Temporary Employment, Lewis R. Baratz, 1996
The Foolproof Job-Search Workbook, Donald Asher, 1995
Unofficial Guide to Hot Careers, Shelly Field, 2000
Vault College Career Bible, Vault Editors, 2005
What Color is Your Parachute?, Richard N. Bolles, 2001
Where the Jobs Are, Joyce Hadley, 2000

Resumes, Correspondence & Portfolios

2500 Keywords to Get You Hired, Jay A Block, 2003
Adams Resume Almanac, 1994
Big Red Book of Resumes, McGraw-Hill, 2002
Complete Resume and Job Search Book for College Students, Bob Adams, 1999
Dynamic Cover Letters for New Graduates, Kathleen Hansen, 1998
Expert Resumes for Managers and Executives, Wendy S. Enelow, 2003
From College to Career, Donald Asher, 1999
Global Resume and CV Guide, Mary Jane Thompson, 2000
life after school. explained., Cap and Compass
Portfolio Power, Martin Kimeldorf, 1997
Real Resumes for Students, Anne McKinney, 2002
Resume Catalog: 200 Damn Good Examples, Yana Parker, 1996
Resume Magic: Trade Secrets of a Professional Resume Writer, Susan Brittan Whitenab, 1999
Resumes for Business Management Careers, VGM Career Books, 2000
Resumes for the Over-50 Job Hunter, Samuel N. Ray, 1993

Networking

Networking Made Easy, Patty Marler and Jan Bailey Mattia, 1998
Networking Survival Guide, Diane Darling, 2003
National Business Employment Weekly Networking, Douglas B. Richardson, 1994
Power Networking, Marc Kramer, 1998

Interviewing

Adams Job Interview Almanac, Laura Morin and Emily Ehrenstein, 1996
Best Answers to the 201 Most Frequently Asked Interview Questions, Matthew J. DeLuca, 1999
Interview for Success, Caryl and Ron Krannich, 2003
Job Interviews for Dummies, Joyce Lain Kennedy, 2000
Sweaty Palms: The Neglected Art of Being Interviewed, H. Anthony Medley, 1992

Using Technology

Best Career and Education Web Sites, Rachel Gordon, 2004
Dynamite Tele-Search, Ronald L. Krannich and Carly Rae Krannich, Ph. D's, 1995
Electronic Resumes for the New Job Market, Peter D. Weddle, 1995
Overnight Resume, Donald Asher, 1999
Resumes in Cyberspace, Pat Criscito, CPS, CPRW, 1997
Sams Teach Yourself Today e-job Hunting, Eric Schlesinger and Susan Musich, 2000
Using the Internet and the World Wide Web in Your Job Search, Fred E. Jandt and Mary B. Nemnich, 1997

Salary Success

Salary Success, Ronald L. Krannich, Ph.D., 1990

Etiquette and Dress for Success

Complete Guide to Executive Manners, Letitia Baldrige, 1993
Dress Casually for Success...for Men, Mark Weber, 1997
Dress to Impress: How a Navy Blazer Changed My Life? Joyce Nelson Shelhart, 2005
New Women's Dress for Success, John T. Molloy, 1996

Magazine and Journal Subscriptions

Career Opportunities News, Ferguson Publishing Company

OCN is an indispensable resource for anyone working in career guidance or job advancement. OPN provides up-to-date news about colleges and the job market, reporting on topics, trends, and issues that are important to job seekers and those who advise them. Published 6 times a year.

Occupational Outlook Quarterly, U.S. Department of Labor, Bureau of Labor Statistics

Published quarterly. OOC publishes several articles on a 2-year basis, including: 40 charts of the newest labor force, industry, and occupational projections; "Job outlook in brief" for 250 occupations; Outlook in occupations regarding college.

Educational Leadership, Association for Supervision and Curriculum Development

Intended primarily for leaders in elementary, middle, and secondary education, but is also for anyone interested in curriculum, instruction, supervision, and leadership in schools. Published monthly September through May except bimonthly in December/January.

Equal Opportunity, Equal Opportunity Publications

The career magazine for minority graduates. Published 3 times a year: Fall, Winter, and Spring.

NACE Journal, National Association of Colleges and Employers

Bridging education and the world of work. Includes a diverse range of topics that offer information, insights, and advice that will enhance career services and college relations and recruiting programs. Published 4 times a year in October, December, March and May.

Salary Survey, National Association of Colleges and Employers

Data is compiled from career planning and placement offices of colleges and universities across the U.S. The reports consist of starting salary offers made to new graduates by employing organizations in business, industry, government, and by nonprofit and educational institutions. *Salary Survey* is published 4 times a year in February, April, July, and September.

Newspaper Subscriptions

Business First, American City Business Journals, Inc.

Western New York's business newspaper. Published weekly.

Business First Book of Lists is a primary source of information on businesses in WNY and is published yearly.

Chronicle of Higher Education, Chronicle of Higher Education

Published weekly.