

WEBSTER UNIVERSITY
Undergraduate Degree Career Information

GENERAL JOB SEARCH INFORMATION

Cover Letters, Resumes, Interviewing, Salary Negotiation, and Career Management

BOOKS

- *Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type* by Paul D. Tieger and Barbara Barron
- *What Color Is Your Parachute? 2007: A Practical Manual for Job-Hunters and Career-Changers (What Color Is Your Parachute)* by Richard Nelson Bolles
- *Expert Resumes For Teachers And Educators (Expert Resumes)* by Wendy S. Enelow and Louise M. Kursmark
- *Monster Careers: Interviewing: Master the Moment That Gets You the Job* (2005) by Jeffrey Taylor and Doug Hardy
- *Winning Job Interviews: Reduce Interview Anxiety / Outprepare the Other Candidates / Land the Job You Love* (2004) by Paul Powers
- *Perfect Phrases for Cover Letters (Perfect Phrases)* (2005) by Michael Betrus
- *Vault Guide to Resumes, Cover Letters & Interviewing, 3rd Edition: Master the Three Keys to a Fruitful Job Search* (2003) by Howard Leifman
- *Salary Negotiation Tips for Professionals: Compensation That Reflects Your Value* (2005) by B.H. Careers International
- *Secrets of Power Salary Negotiating: Inside Secrets from a Master Negotiator* (2006) by Roger Dawson
- *Successful Career Management: Strategies Beyond Technical Preparation* (2006) by Robert Donald

WEBSITES

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| • America's Career InfoNet | www.acinet.org |
| • Occupational Outlook Quarterly (OOQ) | www.bls.gov/opub/ooq/ooqhome.htm |
| • Career Guide to Industries | www.bls.gov/oco/cg |
| • O*NET Online | http://online.onetcenter.org |
| • Salary.com | www.salary.com |
| • Monster.com | www.monster.com |
| • America's Job Bank | http://www.ajb.org/ |
| • MonsterTRAK | www.monstertrak.com |
| • Career Builder | www.careerbuilder.com |
| • Federal Government Jobs | www.usajobs.com |
| • Department of Labor | www.dol.gov |
| • Wetfeet.com | www.wetfeet.com |
| • AllStarJobs.com | http://www.allstarjobs.com |

CAREER DEVELOPMENT STRATEGIES

- ✓ Earn good grades.
- ✓ Actively participate in student organizations to develop leadership skills.
- ✓ Develop excellent computer skills.
- ✓ Learn to work well within a team.
- ✓ Develop strong communication skills.
- ✓ Gain work experience and information about careers through internships.
- ✓ Develop high ethical standards.
- ✓ Join Professional Organizations or Honorary Fraternities for your degree.