

CAREER RESOURCE ROOM

The Career Resource Room, located in the Career Center, provides students and alumni with a variety of resources including information related to majors, careers, internships, graduate schools, and job search. The Career Resource Room contains over 750 books, as well as magazines, directories, and journals. Come and explore these resources during our office hours - no appointment necessary.

Online Bibliography

Go to www.strose.edu/careercenter, click on "Career Resources - Online Bibliography" click on the "Limits" button on the bottom right corner of the screen, select "Career Resource Room Collection", and then search by title, subject or keyword

Interest

- Explore your interests and discover how it can lead to a future career
- Browse through books that examine careers and industries related to sports, travel, food, entertainment, animals, and other personal interest areas
- Learn about careers, salaries, organizations that hire possible employers and descriptions of positions
- Find company and organization mailing addresses, phone and fax numbers, and/or website addresses so you may contact them for further information for internship or employment opportunities

Careers/Majors

- Explore what type of opportunities are available based on your major
- Read about job titles, possible employers, qualification and training information, working conditions, potential earning information, and strategies for finding jobs
- Browse through information regarding specific activities performed on the job, the percentage of workers that went on to further their degrees in their field, and employment outlook

Occupational Information

ARTS

Creative/Performing: visual arts, music, theater, film, fine arts, performing arts, television/video and media

Applied Arts (written & spoken): advertising, public relations, journalism, foreign language, writing, entertainment, publishing, translation, and law

Applied Arts (visual): graphic design, animation, photography, and fashion

BUSINESS

Management & Planning: fundraising, human resources, entrepreneurship, consulting, management, event planning, and international business

Financial Transactions: accounting, banking, insurance and finance

Marketing & Sales: advertising, marketing, retail, pharmaceutical sales, technical sales, and real estate

SCIENCE

Engineering & Other Applied Technologies: engineering, energy, construction, transportation, computers, video game design, and the Internet

Medical Specialties & Technologies: medical technicians and biotechnology careers

Natural Sciences & Mathematics: earth science, biology, chemistry, mathematics, physics, and the environment

Social Sciences: sociology, psychology, and forensic science

SOCIAL SCIENCE

General Health Care: nutrition, health care, nursing, therapy, and other health professions

Education & Related Services: education, teaching, childcare, and library/information science

Social & Government Services: government, social work, criminology, nonprofits, religious services, law enforcement/public safety, international affairs, and the armed forces

Career Planning

Utilize books to help explore options and identify opportunities in each of the following areas:

Exploration:	Research careers and learn about skills that will help you to succeed
Career Planning:	Read about jobs that match your personality and interests; explore new career options
Transition:	Browse through books that discuss transition from college to the workforce and re-entering the workforce
Career Change:	Discover ways to find a new career and learn about changing careers

Job/Internship Search

Explore the different areas that will assist you with your job or internship search

Cover Letters:	Learn how to develop and write a cover letter
Curriculum Vitae:	Browse through resources for tips on preparing your curriculum vitae
Internet Resources:	Find out about Internet job sites and how to search for a job/internship online
Internships:	Explore internship opportunities and tips for finding and obtaining an internship; learn about companies that offer internships, application dates, and internship eligibility
Interviewing:	Read tips on answering tough interviewing questions, learn about illegal questions, and receive advice on questions to ask employers
Job Search:	Utilize books to help guide you through the job searching process and learn how to avoid common mistakes; discover how to find a top paying entry-level position
Negotiating:	Discover ways to negotiate your job offer; learn what is acceptable and unacceptable when negotiating
Networking:	Learn about the importance of networking and read tips on how to network
Portfolios:	Read about creating and developing your portfolio
Resumes:	Learn tips on developing your resume, find out what should be included on your resume
Salary:	Explore books that provide you with salary ranges for a variety of positions
International:	Explore resources for working abroad, including information about careers, summer jobs, volunteer opportunities, application deadlines, salary ranges, cost of living, and employer contact listings
National:	Browse through our variety of books that list employer contact information by location or search by job category to discover prospective employers and locations
Local:	Learn about employers in New York, including the Capital Region Area, information on working for New York State, and Chamber Business Directories

Graduate/Professional School

- Identify graduate schools in Education, Law, Medicine, Business, Humanities, and Social Sciences
- Learn how to write effective personal statements
- Read tips on how to get into and pay for graduate school

Newspapers & Directories

- Newspapers include: *The Business Review*; *The Chronicle of Higher Education*
- Directories include: *Book of Lists*; *Sports Marketplace Directory*; *The Greater Capital Region Human Services Directory*; *Directory of American Business*; *Comparative Guide to American Elementary & Secondary School*; *Headquarters USA*, *American Salary and Wage Report*