

# OFFICE CAREERS—SELECTED REFERENCE SOURCES

John F. Moss/Palmer Memorial Library

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Listed below are a select few and general reference books. We hope you can explore these as well as other sources in your library. Please feel free to ask our library staff for any assistance you need.

## Encyclopedia of Business Information Sources Call # Ref Folio HF5353 E9

This is a good place to start when you don't know where to look first. It is a list of sourcebooks, periodicals, directories, handbooks, and other sources of information.

## Encyclopedia of Associations Call # Ref Folio HS17 G333

A guide book to national and international organizations of every imaginable kind! Everything from the Democratic Party to the Association of American Funeral Directors. Includes a listing of all their publications.

## Encyclopedia of Careers & Vocational Guidance Call # REF HF5381 E52 2003 vol. 1-4

Covers salaries, fringe benefits, personnel management, employment laws & employee rights, careers, finding a job, résumés & cover letters, interviewing and getting the job.

## Letitia Baldrige's Guide to Executive Manners Call # Ref HF53 B34 1993

What is the proper form of address for a senator? How do you screen calls tactfully? How do you word a sympathy note to a business customer? This book is written with the office in mind, but there are a variety of etiquette books available that apply to office situations.

## Webster's Secretarial Handbook Call # Ref HF5547.5 W4

This hand volume contains sample letters, hints on typing, grammar, records, office equipment, etc.

## United States Government Manual Call # Ref JK421 A3

This is the official organization handbook of the federal government. It leads one through a maze of bureaus, offices, branches, etc. to the right address and phone number for your problem or query.

## World Almanac and Book of Facts Call # Ref AY67 N5 W7

The vice-presidents says place a call to Saudi Arabia—what's the time difference? What's the major industry in Connecticut? The Almanac has these kinds of answers. It is compact and indispensable.

## Statistical Abstracts of the U.S. Call # Ref HA 202 U5

Another compact book—it contains summaries of statistics collected by the U.S. Government.

## Thomas Register of American Manufactures Call # Folio T12 T6

Arkansas Directory of Manufacturers Call # Ref Folio T12 D56

Harris Texas Manufacturers Directory Call # Ref Folio HF5065 T4 H37 2002

Consists of company profile information featuring titles, street & mailing addresses, extended zip codes, phone fax, & toll free numbers, SIC codes annual sales, product description and more.

Dictionary of Business and Management Call # Ref HF 1001 R79

A good “desk” dictionary of business terms. What is “hypothecation”, anyway?

Standards and Poor’s Register of Corporations, Directors, and Executives Call # Ref folio HG4057 A4 2004

This gives a brief description of companies including products, banks, law firms and SIC codes.

Career Guides Call # Ref HF5382.5 U5 D8 2005

Contains information on careers from an occupational perspective.

Occupational Outlook Handbook Call # Ref Folio HF5381 A1 O36 2004-05

Dun’s Employment Opportunities Directory Call # Ref Folio HF5382.5 U5 D8 2004

National Job Bank Call # Ref HF5382.5 U5 N34 2002

Contains employer listings, job searching and employer index.

What Color is Your Parachute Call # Ref HF5382.7 B64 2000

Excellent for those who want to carve out their new career niche and valuable to those securely employed but unhappy with what they are doing.