

VARIOUS EDUCATION, CAREER AND FINANCIAL RESOURCES

Government Published Resources

Career Encyclopedia and Prospects:

Office of Information
Bureau of Labor Statistics
U.S. Department of Labor, 441 G St., NW
Washington, DC 20212 202-606-7828
The Occupational Outlook Handbook

Career Guides to Various Industries:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402 202-512-1800

Job Bank for the Airline Industry:

Office of Labor-Management Relations
U.S. Department of Labor
200 Constitution Ave., NW, Room N5411
Washington, DC 20210 202-219-6231
<http://www.ajb.dni.us>

Employment Search Information:

Superintendent of Documents
Government Printing Office
Washington, DC 20402 202-512-1800
Tips for Finding the Right Job (price 1.25)
Web site: <http://www.doleta.gov>

Future Employment Trends:

Superintendent of Documents
Government Printing Office
Washington, DC 20402 202-512-1800
Occupational Projections and Training Data

Matching Yourself to the Marketplace:

Superintendent of Documents
Government Printing Office
Washington, DC 20402 202-512-1800
Matching Yourself with the World of Work

Skills needed for Specific Jobs:

Superintendent of Documents
Government Printing Office
Washington, DC 20402 202-512-1800

Federal Student Financial Aid:

Federal Student Aid Information Center
P.O. Box 84
Washington DC 20044
1-800/4-FED-AID (1-800-433-3243)
Student Guide and Forms
Web site: <http://www.studentaid.ed.gov>

Education Administrator:

Federal Bureau of Prisons
320 First Street, NW
Washington, DC 20534

Privately Published Resources

Everything You Need for Your Job Search:

Bolles, Richard N., *What Color is Your Parachute?* Ten Speed Press, Box 7123, Berkeley, CA 94707. Updated annually. www.jobhuntersbible.com/intro/wciyp.php

Figler, Howard E., *The Complete Job Search Handbook: Presenting the Skills You Need to Get Any Job And Have A Good Time Doing It.* Holt, Rinehart and Winston. 383 Madison Ave, New York, NY 10017. 1979.

Collard, Betsy A., *The High-Tech Career Book: Finding Your Place in Today's Job Market.* William Kaufmann, Inc., 95 1st St., Los Altos, CA 904502. 1986.

Wegmann, Robert, and Chapman, Robert, and Johnson, Miriam, *Work in the New Economy: Careers and Job Seeking into the 21st Century.* JIST Works, 8902 Otis Ave. Indianapolis, Indiana 46216-1033
Phone: 800-648-JIST (5478) 1989.

Resume Writing:

Parker, Yana, *The Damn Good Resume Guide.* Tem Speed Pass, Box 7123 Berkeley, CA 94707. 1986.

Reed, Jean, *Resumes That Get Jobs.* Prentice Hall Press, Gulf Western Building, 1 Gulf Western Plaza, New York, NY 10023.

Interview Skills:

Hellman, Paul, *Ready, Aim, You're Hired!: How to Job-Interview Successfully Anytime, Anywhere with Anyone.* AMACOM, 135 W. 50th St, New York, NY 10020. 1986.

Medley, H. Anthony, *Sweaty Palms – The Neglected Art of Being Interviewed.* Ten Speed Pass, Box 1723, Berkeley, CA 94707. 1984.

Young Job Seekers:

Haldane, Bernard, and Jean, and Martin, Lowell, *Job Power: The Young People's Job Finding Guide.* Acropolis Books Ltd., 2400 17th St., NW, Washington, DC 20009. 1980.

Durkin, Jon. *Mid-Life Career Changes,* Johnson O'Conner Research Foundation. Human Engineering Laboratory, 701 Sutter St., San Francisco, CA 94109.

Women Job Seekers:

Educational Testing Service, Publication Order Services, CN 6736, Princeton, NJ 08541-6736. *I CAN lists.* (Classifies homemaker skills under various job titles in business)

Disabled Workers:

Klein, Karen with Hope, Carla Derrick, *Bouncing Back From Injury: How to Take Charge of Your Recuperation*. Prima Publishing & Communications. P.O. Box 1260BB, Rocklin, CA 95677. 1988.

Minority Group Applicants:

Johnson, Willis, L., Ed., *Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Banks, Financial Aid Sources*, 4th ed. Garret Park Press, P.O. Box 190, Garrett Park, MD 20896. 1986.

Offender Employment:

Lordan, Kathleen, *The Ex-Offender's Job Search Companion*, Cambridge Educational, P.O. Box 2153, Charleston, WV 25328-2153

Employer Database:

America's Labor Market Information System, Employer Database, CD-ROM, InfoUSA, 5711 S. 86th Circle, Omaha, NE 68127. 1-800-555-5211.

Internet Resources:

U.S. Department of Labor
Employment and Training Administration
<http://www.doleta.gov>

America's Service Locator:
<http://www.servicelocator.org>

America's Job Bank
<http://www.ajb.dni.us>

America's Learning Exchange (ALEX)
<http://www.alx.org>

America's Career Infonet
<http://www.acinet.org/acinet>

Employer Locator
www.acinet.org/acinet/employerlocator/employerlocator.asp

O'Net Occupational Information
<http://online.onetcenter.org/>

Employer Tax Credits
<http://www.uses.doleta.gov>

Yellow Page Listings
<http://www.bigyellow.com>

National Mental Health Association
2001 N. Boregard St. 12th Floor
Alexandria, VA 22311
703-684-7722 Voice
703-684-5968 Fax
800-969-6642 Info line
<http://www.nmha.org>

Department of Health and Human Services
National Health Information Center
Referral Specialist
P.O. Box 1133
Washington, DC 20013-1133

National Alliance of the Mentally Ill
Colonial Place Three
2107 Wilson Blvd, Suite 300
Arlington, VA 22201-3043
703-524-7600 Voice
800-950-6264
<http://www.nami.org>

Substance Abuse and Mental Health
Services
Administration
Room 12-105 Parklawn Building
5600 Fishers Lane
Rockville, MD 20857
<http://www.samhsa.gov>

SAMSHAS Workplace Program Helpline
800-662-HELP 800-662-4357

The National Clearinghouse for Alcohol and
Drug Information
11426 Rockville Pk, Suite 2000
Rockville, MD 20847-2345
800-729-6686 Toll Free
877-767-8432 Hablamos Español
301-468-2600 Local Callers
301-468-6433 Fax
<http://www.health.org>

National Mental Health Knowledge
Exchange Network
P.O. Box 42490
Washington, DC 20015
800-789-2647

American Council on Alcoholism
P.O. Box 25126
Arlington, VA 22202
703-248-9005 Voice
703-248-9007 Fax
800-527-5344 Toll Free
<http://www.aca-usa.org>

United Way of America
701 N. Fairfax Street
Alexandria, VA 22314-2045
703-836-7112
<http://www.unitedway.org>

The Salvation Army National Headquarters
615 Slaters Lane
P.O. Box 269
Alexandria, VA 22313
<http://www.salvationarmyusa.org>

Government Benefits Internet Website
Provides a list of benefits you may be
eligible to receive and information about
how to apply for those programs.
<http://www.govbenefits.gov>