

Career Key Overview

The Career Center Library is divided into six main categories highlighted below. Each category coincides with various aspects of the career planning process. Available resources include print and online. If you have questions about our resources, please contact us or call 850.644.6431

| I. CAREER AND LIFE PLANNING | | | |
|---|--|----------|---|
| CALL NO. | | CALL NO. | |
| IA | Career Choice (examining interests) | IG | Special Groups |
| IB | Career Change | 1GI | Minority Groups |
| IC | National Job Outlook | IG2 | Older Adults |
| ID | Local/Regional/State Job Outlook | IG3 | Persons with Disabilities |
| IE | Working Environment | IG4 | Women |
| IF | Life Style (marriage, leisure, other) | | |
| IF1 | Dual Career Couples | | |
| IF2 | Life Style Alternatives | | |
| IF3 | Leisure Time | | |
| II. OCCUPATIONS | | | |
| CALL NO. | | | |
| IIA | Multiple Occupations (Materials on many different occupations) | | |
| IIB | Specific Occupations (by occupational code) | | |
| IIC | Occupations by Program of Study (used with major code) | | |
| III. EDUCATION AND TRAINING | | | |
| CALL NO. | | CALL NO. | |
| IIIA | Training programs | IIIE2 | Correspondence Programs |
| IIIB | Vocational / Technical Schools | IIIE3 | Overseas Study Programs |
| IIIC | Colleges / Universities | IIIF | Financial Aid (Scholarships, loans, grants, etc.) |
| IIIC1 | Undergraduate Schools | IIIG | Special Groups |
| IIIC2 | Graduate and Professional Schools | IIIG1 | Minority Groups |
| IIIC3 | The College Experience | IIIG2 | Older Adults |
| IIID | Local Area Academic and Training Programs | IIIG3 | Persons with Disabilities |
| IIIE | Alternative Education (distance learning) | IIIG4 | Women |
| IIIE1 | Adult and Continuing Education | IIIG5 | International Students |
| IV. WORK EXPERIENCE | | | |
| CALL NO. | | | |
| IVA | Cooperative Education Programs | | |
| IVB | Internships | | |
| IVC | Summer Jobs | | |
| IVD | Volunteering | | |
| V. PREPARATION | | | |
| CALL NO. | | | |
| VA | Resume Writing | | |
| VB | Interviewing | | |
| VC | Letter Writing | | |
| VD | Job Hunting Methods | | |
| VI. OPPORTUNITIES (Find Employers) | | | |
| CALL NO. | | CALL NO. | |
| VIA | Employment Leads | VIB5 | Science and Technology Employers |
| VIB | Employer Information by Career Fields | VIB6 | Art, Entertainment and Communication |
| VIB1 | Business Employers | VIC | Overseas Employers |
| VIB2 | Social Science and Government Employers | VID | U.S. Employers by Location |
| VIB3 | Education Employers | VIE | Trade and Professional Associations |
| VIB4 | Health Employers | | |