

**SIPA
OFFICE OF CAREER SERVICES
RESOURCE ROOM**

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BOOKS ON RESERVE
Updated as of JULY 16, 2002

- Career Change
 - Career Satisfaction and Success
- Career Shifting Starting Over in a Changing Economy
- Change Your Job, Change Your Life
- Do What You Are
- I Could Do Anything If Only I Knew What It Was
- The Job Bank Guide to Computer Companies
- Job Hunting for the So-Called Handicapped
 - Kiss, Bow, or Shake Hands -How to Do Business in Sixty

Countries

- Transitions- Making Sense of Life's Changes
 - Occupational Outlook Handbook 2000 -2001
- Outside the Ivory Tower: A Guide for Academics Considering

Alternative Careers

- Pathways To Career Success For Minorities
- Rekindling Commitment
- Three Boxes to Life & How to Get Out of Them
- The 100 Best Companies for Gay Men and Lesbians
- Job Strategies for People with Disabilities
- Straight Jobs, Gay Lives

RESUMES AND COVER LETTERS:

[LIGHT BLUE]

- Cover Letter Almanac
- Cover Letters that Knock 'Em Dead
- Electronic Resumes
 - Internet Resumes
- The Perfect Cover Letter
- Resume Almanac
 - Resumes that Knock 'Em Dead
 - Writing for Business Results

JOB SEARCH:

[RED]

●General Job Search Tips & Interviewing Techniques

- The Big Green Internship Book
- Career (It's Your Future)
- Career X Roads
- Dynamite Networking for Dynamite Jobs
- Electronic Job Search Almanac - 2000
 - Free Agent Nation
- Getting To Yes
- The Global 200 Executive Recruiters
- Interviewing (National Business Employment Weekly)
- Job Seekers Guide to Executive Recruiters
- Job Search Networking
- Job Search -Marketing your Military Experience
 - Job Smart
 - Power Interviews - From the Top Fortune 500 Companies
 - Knock 'Em Dead 2000-The Ultimate Job Seeker's Handbook
- Negotiating Your Salary
 - Peterson's Internships 2002
- The Princeton Review Job Notes: Networking
 - The Unofficial Guide to Acing the Interview

●**Domestic/Regional Job Search:**

- The Atlanta Job Bank 2000
- The Boston Job Bank 2000
- Careers in Community Development
- The Chicago Job Bank 2000
- How to get a Job in Seattle & Western Washington
- The Los Angeles Job Bank 2000
 - Miami Job Source 1997
- The New York Job Bank 2000
- Pacific Northwest Job Seekers Sourcebook
- The Philadelphia Job Bank 2000
- The San Francisco Bay Area Job Bank 2000
- Washington Job Source (4th Edition)

●**International Job Search:**

- The Complete Guide to International Jobs and Careers
- Getting Your Job in the Middle East (Lay's Guide)
- How to Get a Job in Europe (4th Edition)
- International Careers where to find them how to build them
- International Jobs Where they are, How to get them
- International Jobs Directory
 - Jobs In Russia and the Newly Independent States
- Job Seekers Guide to Opportunities in Natural Resource Management for the Developing World
 - Think Tanks In Central And Eastern Europe
- Working and Living in Ireland
- Work Worldwide International Career Strategies for the Adventurous Job Seeker

CAREER SECTOR INFORMATION:

●**Business/Finance/Banking**

[GREEN]

- Careers in Business
- Careers in International Business
 - The Corporate Directory of U.S. Public Companies (2002)
- Directory of American Firms Operating in Foreign Countries (3 volume set)
- Directory of Foreign Firms Operating in the U.S.
- Finance Interviews
 - Give and Take (A Candid Account of Corporate Philanthropy)
- Harvard College Guide to Investment Banking
- The International Corporate 1000
- National Directory of Corporate and Public Affairs 2000
- National Trade and Professional Associations of the United States 2002
- Vault Guide To Finance Interviews
- Vault Guide To The Case Interview

●**Consulting**

[GREEN]

- Careers for Dreamers & Doers - A Guide to Management Careers in the Non-Profit Sector
- The Complete Guide to Consulting Contracts
 - The Economist - A Survey of Management Consultancy
- Flawless Consulting: A Guide To Getting Your Expertise Used
 - The International Consultant
 - List Of The Association of Management Consulting Firms

- Management Consulting (A Complete Guide to the Industry)
- So, You Want To Be a Management Consultant

●Education

[YELLOW]

- Directory of Pollution Prevention in Higher Education (Faculty and Programs 1997 edition)
- Fellowships in International Affairs
- Free Money for Foreign Study
- Free Money for Graduate School
- Information on International Education
- Opportunities for Research and Study In History, Art and Science (Smithsonian Institution)
- Peterson's Graduate & Professional Programs 2002
- SIPA - Directory of External Fellowship Opportunities
- Worldwide Graduate Scholarship Directory (Dan Cassidy's 4th Edition)
- Non-Profits & Education Job Finder

●Environmental

[YELLOW]

- The Big Green Internship Book - Internships & Summer Jobs for the Environment
- Careers for Environmental Types
 - EnviroDirectory Mid-Atlantic 1999-2000
 - EnviroDirectory New England 1999-2000
 - Environmental Careers in the 21st Century
 - The Environmental Career Guide
- Good, Green Jobs: How Business is Putting the Environment to Work for California
- Green At Work (Finding a Business Career That Works for the Environment)
- The New Complete Guide to Environmental Careers
- United States Environmental Protection Agency Headquarters Telephone Directory

●Government - Local/State/Federal/Foreign

[LIME GREEN]

- Associations Yellow Book (Winter 1997)
- Congressional Yellow Book (Winter 2001)
- The Congressional Internship Book 1997-1998
- Federal Yellow Book (Winter 1997)
- Federal Regional Yellow Book (Winter 1997)
- The Federal Reserve System Purposes & Functions
- The Insider Guide to Jobs on Capital Hill 1998 (Wet Feet Press)
- Find a Federal Job Fast! How to Cut the Red Tape and Get Hired
 - OMB Information Book
- Organization Charts of New York City Agencies
 - State Associations Yellow Book (Winter 1997)
 - The Center For Public Interest Law Publications and Information
- The New York State Directory 1999/2000

●International Organizations

[LIME GREEN]

- A Global Agenda (1999-2000 Edition)
- A Guide to Delegate Preparation (1999-2000 Edition)
- An Alternative Directory of Non-governmental Organizations In South

Asia

- Basic Facts About the United Nations
- Charter of the UN
 - Directory of International Economic Organization
 - The IMF & World Bank
- Implementing Agenda 21 (NGO experiences from around the world)
 - Information Directory of the Former Soviet Union
- (compilation of various resources)
 - International Directory of Voluntary Work
 - International Exchange Locator (2000 Edition)
 - Microfinance and Anti-Poverty Strategies
- Middle East Organizations in Washington, DC
- The Post-Soviet Handbook
- The Overseas List
 - The Peace Corps and More (114 Ways to work, study and travel in the Third World)
- Southeast Asia Rainforests: A Resource Guide & Directory
- To Touch the World - The Peace Corps Experience
- Tools of the Trade: A Directory of International Trade Organizations in Washington State
 - UNA-USA Internships & Careers In International Affairs
 - United Nations - Informational Packet
 - UNDP Country Field Offices
 - UN NGLS Handbook (for NGOs of UN agencies, programs and funds)

●Media & Communication

[ORANGE]

- Careers in Media: Articles & Information
- The Determined Person's Guide to Getting a Job in Advertising
- The Harvard Guide to Careers in Mass Media
 - Independence And Integrity: A Guidebook For Public Radio
- Journalism
 - International Freelancers Handbook
 - The Media Internship Guide
 - News Media Yellow Book
 - Peterson's Media Companies
 - Public Relations Career Directory
 - Sound Reporting (The National Public Guide to Radio Journalism and Production)
 - The World On A String

●Nonprofit

- Alternatives To The Peace Corps Volunteer Opportunities (9th Edition) [ORANGE]

-CARE: Latin America/East Africa/Southern and Western Africa
Regional
Briefing
Packets

- Career Opportunities in International Development in Washington D.C.
- A Handbook for Creating Your Own Internship In International Development
- The Careful Contributor's Guide to Smart Giving in Oregon and Beyond
- Channels: A Guide to Third Sector Projects, Organizations and Work Opportunities in the NIS
- Directory of Organizations
- Doing Well by Doing Good
- Giving Wisely (The Israel Guide to Nonprofit and Volunteer Organizations)
- Great Careers, The Fourth of July Guide to Careers, Internships and Volunteer Opportunity. in the Non-Profit Sector
- The Harvard Guide to Careers In The Nonprofit Sector.
- Human Rights Internet Reporter-Master List
- International Directory of Voluntary Work
- Jobs and Careers with Nonprofit Organization
- Non-Profits & Education Job Finder
- Promoting Awareness of Careers in the Nonprofit Sector
- Public Interest Law Directory - Opportunities in Public Interest Law Agencies)
- Volunteers in Action (Volunteer Opportunities at United Way Funded

●Security Policy

- [DARK BLUE] -The ACCESS Resource Guide-An International Directory of Information on War, Peace &... Security
- John Douglas's Guide to Careers in the FBI
- Internships in Foreign and Defense Policy

●Women's Organizations

- [DARK BLUE] - Preparing to Lead - PLEN (Public Leadership Education Network)
- Putting Gender on the Agenda - A Guide to Participating in UN World Conferences
- Women's Foreign Policy Group - 1998 Directory of Members
- Women's Organizations: A New York City Directory

●World Affairs:

- [DARK BLUE]
- Careers In International Affairs (6th Edition)
- Guide to Careers in World Affairs
- International Jobs, Where They Are, How To Get Them
- World Affairs Organizations in Northern California

MAGAZINE/PERIODICAL SUBSCRIPTIONS

See magazine racks in Resource Room

Business Week
The Chronicle of Philanthropy
City Limits
Crain's New York
The Economist
Governing Magazine
Newsweek
The New York Times
Working Woman
World Trade

Please consult a staff member in order to review these publications:

The Bond's Buyer Thomson Financial Yearbook (2002)
Case Interview Preparation Guide 1999-2000
1998 Case Library
Communication and Media Resources
Conservations Directory (2001)
Consulting & Consultants Organization Directory (Volume 1 and 2)
Dangerous Company (The Consulting Powerhouse and the Business they Save & Ruin)
Dictionary of Occupational Titles
Directory of Foreign Firms Operating in the United States
Editor & Publisher International Yearbook Part 1 (2002)
Editor & Publisher International Yearbook Part 2 (2002)
Editor & Publisher International Yearbook Part 3 (2002)
Encyclopedia of Associations 33rd Edition (3 books)
The European Public Affairs Directory 2002
Finance Interviews Economic and Social Development in the UN System (A Guide for NGOS)
The Global Resume and CV Guide
Good Works (A Guide to Career and Social Change)
Harvard Business School Career Guide - Finance 2002
Harvard Business School Career Guide - Management Consulting 2002
Heard On The Street: Quantitative Questions from Wall Street Job Interviews
Hedge Funds An Overview (brown binder)
International Internship 2002(blue booklet)
Interaction Members Profile
O'Dwyer's Directory of Public Relations Firms (2001)
The SIPA Guide to Careers in International and Public Affairs (Sample - Professional Development Course)
What Color Is Your Parachute 2001?

Wet Feet Press Books
Ace Your Case!

Beat the Street
Chase Manhattan
Goldman, Sachs & Company
Is That Your Best Offer?
Merrill Lynch
Morgan Stanley Dean Witter
So, You Want To Be a Management Consultant
So You Want To Be an Investment Banker
The Insider Guide to Jobs on Capital Hill
The Insider's Guide to the Mutual Fund Industry
The Insider's Guide to Jobs in Venture Capital
The WetFeet.com Insider Guide

NEWSLETTER SUBSCRIPTIONS

See Staff member for Access in Rm. 1408

ANHD - Association for Neighborhood Housing Development, Inc., published bi-weekly, is a non-profit, citywide umbrella organization whose purpose is to convene and provide leadership for community-based organizations concerned with developing, advocating for, and ensuring the implementation of policies and programs that meet the

shelter needs of low and moderate income neighborhoods in NYC.

CITY LIMITS - Published weekly, lists jobs in Manhattan with a focus on urban affairs.

Current Jobs International - Published monthly, advertises positions in Africa/Pan Africa, Asia/Middle East, Europe/Eastern Europe, Latin America/Caribbean and the United States.

Environmental Career Opportunities - Published bi-weekly, lists over 600 current jobs in environmental policy, communications and advocacy, conservation, engineering, research and education in non-profits, corporations and the government.

Environmental Careers World - Published monthly, provides career news, environmental inside tips and advice, employer interviews, career research and comprehensive job listings.

International Career Employment Weekly - Published weekly, lists over 450 current job openings with Federal agencies, government contractors, private voluntary organizations working overseas, corporations involved in international trade and finance, export management firms, engineering firms, associations, foundations, student exchange organizations, universities, state governments, and international government agencies, including United Nations agencies.

Monday Developments - Published bi-weekly, lists positions in international development.

Opportunities in Public Affairs - Published bi-weekly, lists over 300 current jobs in public relations, government affairs, legislation, print & broadcast journalism on Capitol Hill, in nonprofits, corporations, and Federal Agencies in the Washington, DC area.

Public Sector Job Bulletin - Published bi-weekly, lists available positions in the public sector.

WIIS (Women In International Security) - Published bi-weekly, lists positions for women in foreign and defense policy.