NOTE: All books marked with a **“” are kept in the Main Office. Please ask the Administrative Assistant for any of these books your want.

THE ARTS (light blue)

Art/Work, Heather Darcy Bhandari & Jonathon Melber (2009)


Breaking and Entering: Land Your First Job in Film Production, April Fitzsimmons (1997)


Career Opportunities in Photography, George Gilbert with Pamela Fehl (2006)

Career Opportunities in Radio, Shelly Field (2004)


100 Careers in Film and Television, Tanja L. Crouch (2003)


Great Jobs for Film Majors, Sandra R. Gordon (2004)


Opportunities in Film Careers, Revised Edition, Jan Bone and Ana Fernandez (2004)
Your Career in Animation; How to Survive and Thrive, David B. Levy (2006)

BUSINESS (peach)
The Inside Track to Careers in Real Estate, Stan Ross w/James Carberry (2006)
Opportunities in Event Planning Careers, Blythe Camenson (2003)
Opportunities in Marketing Careers, Revised Edition, Margery Steinberg (2006)
Opportunities in Retailing Careers, Roslyn Dolber (2003)
Pharmaceutical Landing; How to Land the Pharmaceutical Sales Job You Want – and Succeed In It!, Frank A. Melfa (2008)
What Can You Do with A Major in Business?, Kate Shoup Welsh (2005)

CAREER PLANNING AND PREPARATION (cream)
Be Bold; Create a Career With Impact, Cheryl L. Dorsey and Lara Galinsky (2006)

175 Best Jobs Not Behind a Desk, Michael Farr & Laurence Shatkin, Ph.D. (2007)

Best Resumes and CV’s for International Jobs, Ronald L. Krannich, Ph.D., and Wendy S. Enelow, CPRW, JCTC, CCM (2002)


Can I Wear My Nose Ring to the Interview?, Ellen Gordon Reeves (2009)


Competency-Based Interviews, Robin Kessler (2006)


Employment for Individuals with Asperger Syndrome or Non-Verbal Learning Disability, Yvona Fast and others (2004)

Essential Manners for Men – What to Do, When to Do It , and Why, Peter Post (2003) *SEE SECRETARY FOR BOOK


The Etiquette Advantage In Business (second edition), Peggy Post & Peter Post (2005) *SEE SECRETARY FOR BOOK


Excuse Me, But I Was Next – How to Handle the Top 100 Manners Dilemmas, Peggy Post (2006) *SEE SECRETARY FOR BOOK


Getting From College to Career, Lindsey Pollak (2007)


Highly Effective Networking; Meet the Right People and Get a Great Job, Orville Pierson (2009)

How to Get Any Job with Any Major, Donald Asher (2004)

I Want To Do Something Else, But I’m Not Sure What It Is, Ron and Caryl Krannich, Ph.Ds (2005)

KeyWords to Nail Your Job Interview; What to Say to Win Your Dream Job, Wendy S. Enelow, CPRW, JCTC, CCM (2004)

Lavender Road to Success; The Career Guide for the Gay Community, Kirk Snyder (2003)


Monster Careers; How to Land the Job of Your Life, Jeff Taylor w/Doug Hardy (2004)

Monster Careers: Networking, Jeff Taylor w/Doug Hardy (2006)

Mystery Shopping Made Simple, Dr. Ilisha S. Newhouse (2004)


Preparing for the Behavior-Based Interview, Terry L. Fitzwater (2001)


Quick Job Success Guide; Seven Steps to Getting Ahead on the Job, Editors at JIST w/contributions by Michael Farr (2006)


Service-Learning, From Classroom to Community to Career, Marie Watkins, Ph.D. & Linda Braun (2005)


COMMUNICATIONS (light purple)


Career Opportunities in Journalism, Jennifer Bobrow Burns (2007)

Career Opportunities in the Publishing Industry, Fred Yager and Jan Yager (2005)

Career Opportunities in Television and Cable, Allan Taylor & James Robert Parish (2007)

Career Opportunities in Writing, Allan Taylor & James Robert Parish (2006)


Top Careers for Communications Graduates, Checkmark Books (2004)

What Can You Do with a Major in English?, Shelley O’Hara (2005)


ENGINEERING, TECHNOLOGY, AND INFORMATION SCIENCES (red)


Career Opportunities in Engineering, Richard A. McDavid & Susan Echaore-McDavid (2007)

Career Opportunities in Library and Information Science, Linda P. Carvell (2005)


Careers in Fire Protection Engineering, Society of Fore Protection Engineers (2006)


Careers in Focus: Space Exploration, Ferguson Publishing Company (2007)


Comments, Commission on Professionals in Science and Technology, (June 2003, Vol. 40, No.4)


Smithsonian Opportunities for Research and Study in History, Art and Science, Smithsonian Institution (2009 - 2010)


DIRECTORIES / JOB SEARCH (gray)


Encyclopedia of Associations, 46rd Edition: National Organizations of the U.S., Volume 1, Part 1 (Sections 1-6), Part 2 (Sections 7-18) and Part 3 (Name and Keyword Index), Kristy A. Swartout, Project Editor (2008)


Find a Job Through Social Networking, 2nd edition, Diane Crompton and Ellen Sautter (2011)

Hot List 2010 – 2011 Corporate Employment Index for LGBTQ College Students


Job Seekers Online Goldmine, Janet E. Wall (2006)


Resource Guide for Chittenden County Employers & Employees (12th Edition)


Top Notch Interviews, Brian Davis (2010)

Vermont Business & Manufacturers Directory 2010-2011, Vermont Business Magazine

World Chamber of Commerce Directory, 2008 edition

EDUCATION (neon yellow)


*The Praxis II Series Study Guides:
  A Guide to Elementary Education: Content Knowledge, ETS (2001)
  A Guide to English Language, Literature, and Composition: Content Knowledge, ETS (2001)
  A Guide to Social Studies: Content Knowledge, ETS (2001)

The Praxis II Series Study Guide: Mathematics:
  Book 1 - General Information and Study Tips
  Book 2 - Approaches to Solving Math Problems
  Book 3 - Answers & Explanations for the "Mathematics: Content Knowledge" Test
  Book 4 - Solutions, Samples, & Scoring Guides for Proofs, Models, & Problems, Part 1 & Part 2
  Book 5 - Solutions, Samples, & Scoring Guides for Pedagogy

Sample Tests:
  Test Code 0061 - Mathematics: Content Knowledge
  Test Code 0063 - Mathematics: Proofs, Models, & Problems, Part 1
  Test Code 0064 - Mathematics: Proofs, Models, & Problems, Part 2
  Test Code 0065 - Mathematics: Pedagogy

SHELF FILE: Praxis Information and Registration


SPORTS/ RECREATION/ ANIMALS (orange)


Careers With Animals, Ellen Shenk (2005)


GOVERNMENT / MILITARY (yellow)


Career Opportunities in the Armed Forces, C.J. Henderson and Jack Dolphin (2003)


Career Opportunities in Politics, Government, and Activism, Joan Axelrod-Contrada (2003)

Careers in International Affairs, 8th Edition, Maria Pinto Carland & Candace Faber (2008)

SHELF FILE: Defense Contract Management Agency (DCMA)


GRADUATE SCHOOL / FINANCIAL AID (hot pink)


SHELF FILE: Admission Requirements for Physical Therapist Education


Becoming A Paralegal, Learning Express, (2010)


First in the Family: Advice About College from First-Generation Students, Kathleen Cushman (2006) – 2 copies

The FTE Guide to Theological Education (2007)

Four-Year Colleges, Peterson’s (2007)


SHELF FILE: GMAT Information and Registration


2010-2011 Graduate Studies: Middlebury and Monterey Institute of International Studies (4 copies)


SHELF FILE: GRE Information and Registration


GRE Strategies, Practice, and Review, Kaplan Publishing (2011)


Great Application Essays for Business School, Paul Bodine (2006)

Great Personal Statements for Law School, Paul Bodine (2006)


SHELF FILE: Kaplan information


MCAT Science Sampler for Biology, Organic Chemistry, General Chemistry & Physics, Kaplan Educational Centers (2000)

(2 copies)

2007 - 08 Medical School Admission Requirements (MSAR); The Most Authoritative Guide to U.S. and Canadian Medical Schools, Association of American Medical Colleges (2006)

SHELF FILE: Miller Analogies Test Information & Registration / TOEFL Information & Registration (VARIOUS MATERIALS)


New England Board of Higher Education’s Regional Student Program (RSP) 2009-2010 Tuition Break for New England Residents

Nursing Programs 2010, 15th edition, Peterson’s (2009)

Opportunities in Paralegal Careers, revised edition, Alice Fins (2005)


Paralegal Career for Dummies, Scott Hatch, JD & Lisa Zimmer Hatch, MA (2006)


SHELF FILE: SMC Prelaw Guide

The Ultimate Scholarship Book 2011, Gen and Kelly Tanabe (2010)

INTERNATIONAL (neon orange)

The Big Guide to Living and Working Overseas, 4th edition,

Careers in International Affairs, 8th edition, School of Foreign Service, Georgetown University, Maria Pinto Carland and Candace Faber (2008)

CIS Abroad Booklet of Internships, (2011)


SHELF FILE: International Opportunities

SHELF FILE: International Volunteer Opportunities


Opportunities in Foreign Language Careers, revised edition, Wilga M. Rivers (2005)

Opportunities in Overseas Careers, Revised Edition, Blythe Camenson (2005)

Opportunities in Teaching English to Speakers of Other Languages, Revised Edition, Blythe Camenson (2007)

Work in Canada, Student Work Abroad Programme


SCIENCE/HEALTH/ENVIRONMENT (light teal)


SHELF FOLDER: Careers in Science – Career Planning, Job Search, and Graduate School Resources


Change Your Career: Nursing as Your New Profession, Barbara Arnoldussen (2007)


2010-2011 Medical School Admission Requirements, Association of American Medical Colleges (AAMC) (2009)

Opportunities in Allied Health Careers, revised edition, Alex Kacen (2005)


Opportunities in Hospital Administration Careers, Revised Edition, I. Donald Snook, Jr. (2007)


Opportunities in Speech-Language Pathology Careers, Revised Edition, Patricia Larkins Hicks (2007)
Top 100 Healthcare Careers, 3rd Edition, Dr. Paul Wischnitzer and Edith Wischnitzer, (2011)
What Can You Do with a Major in Biology?, Bart Astor (2005)

COMMUNITY AND VOLUNTEER SERVICES (dark green)
Career Opportunities in the Non-Profit Sector, Jennifer Bobrow Burns (2006)
The Idealist Guide to Nonprofit Careers for Sector Switchers, Steven Joiner with Meg Busse (2008)
BINDER: "National Directory of Private Social Agencies" L-W
SHELF FILE: Peace Corps (various materials)
SHELF FILE: Religious Vocations (various materials)
SHELF FILE: Volunteer Opportunities (various materials)
TRAVEL/TOURISM/HOSPITALITY (bright green)


Career Opportunities in the Travel Industry, Judy Colbert (2004)

Career Opportunities in Travel and Hospitality, Jennifer Bobrow Burns (2010)


