



CAREER CENTER

Career Resource Guide

Leadership & Skills Employers Seek

Career Lab
Lucina Hall Room 235

Resources for Skills Employers Seek

10 Things Employers Want You to Learn in College
101 Tips for Graduates: A Code of Conduct for Success and Happiness in Your Professional Life
Becoming the Best Me: 10 Career and Character Education Essentials
Career Skills Library: Problem Solving
Co-curricular Activities: A Pathway to Careers
Don't Wait Until You Graduate
Emotional Intelligence Quick Book: Everything You Need to Know to Put Your EQ to Work
Exceeding Expectations: Mastering the Seven Keys to Professional Success
First-Job Survival Guide: How to Thrive and Advance in Your New Career
Job Savvy: How to Be a Success at Work
Leadership in a Diverse and Multicultural Environment: Developing Awareness, Knowledge, and Skills
Leadership Skills Handbook: 50 Key Skills from 1,000 Leaders
Job Search Basics (Chapters two through five have information about skills.)
Successful Leadership
What Smart People Do When Dumb Things Happen at Work
When Reality Hits: What Employers Want Recent College Graduates to Know

Career Exploration Resources Related to Leadership Roles

Career Opportunities in Politics, Government, and Activism
Careers for Born Leaders & Other Decisive Types
Careers for Courageous People & Other Adventurous Types
Careers for Extroverts & Other Gregarious Types
Careers for Persuasive Types & Others Who Won't Take No for an Answer
Careers for Talkative Types & Others with the Gift of Gab
Careers in Focus: Business Managers
Careers in Focus: Government
Careers in Government
The Everything Guide to Government Jobs
Guide to America's Federal Jobs
Vault Guide to Capitol Hill Careers
Opportunities in Government Careers

Career and Major Information

The Career Lab in Lucina 235 has information on careers for all Ball State majors.

Job-Search Information

101 Great Answers to the Toughest Interview Questions
201 Best Questions to Ask on Your Interview
201 Dynamite Job Search Letters
Adams Job Interview Almanac (1,800 interview questions and answers)
Business Etiquette
Create Your Digital Portfolio
Dressing Smart for Men; Dressing Smart for Women
Proof of Performance: How to Build a Career Portfolio to Land a Great New Job
Resumes That Knock 'em Dead

Internships

Career Resource Guide to Internships and Summer Jobs
Getting Your Ideal Internship
The Human Rights Internship Book

The Insider's Guide to Political Internships
Internship Bible
Internships with America's Top Companies
Internships in International Affairs
National Internships Guide
Peterson's Internships
U.S. Internships for International Students and Young Professionals
Vault Guide to Top Internships
Washington Internships in Law and Policy

Internship Databases

Cardinal Career Link: <http://www.bsu.edu/careers/careerlink>
Internships.com: <http://www.bsu.edu/careercenter/secure/interncompass/>
Internships USA: <http://www.bsu.edu/careercenter/secure/internshipspass/>
Vault Career Insider: <http://www.bsu.edu/careercenter/secure/careerlibrary/>

Employer Information

Vault Guide to the Top Government and Nonprofit Legal Employers
Vault Guide to the Top Health Care Employers
Vault Guide to the Top Manufacturing Employers
Vault Guide to the Top Telecom Employers

Graduate School Information

The Complete Guide to Graduate School Admission
Getting Money for Graduate School
Graduate Admissions Essays
Graduate School Companion
Princeton Review Cracking the GRE

Vacancy Information

Current vacancies sent to the Career Center by employers can be found on Cardinal Career Link at <http://www.bsu.edu/careers/careerlink>.

World Wide Web Sites

Career Center Home Page: <http://www.bsu.edu/careers>
Cardinal Career Link: <http://www.bsu.edu/careers/careerlink>
Career Management Action Plan: <http://www.bsu.edu/careers/cmap>
Key Careers: <http://www.bsu.edu/keycareers>
Quest (Ball State Career Center): <http://www.bsu.edu/careers/quest>
Career Center Publications: <http://www.bsu.edu/careers/publications>
Great Links to Explore: <http://www.bsu.edu/careers/links>.

Career Center Events

Fall Career Fair (held annually during fall semester)
Cardinal Job Fair (held annually during spring semester)
Graduate School Expo (held annually during fall semester)
Professional Etiquette Dinner (offered each semester except summer)
Professional Development Workshops (offered each semester except summer)
Teacher Fair (held annually during spring semester)

Career Center Advising Services

Drop-in Advising: Mon., Tues., Wed., 1-3 P.M.; Thurs., Fri., 10-noon
Ask-an-Advisor (E-mail): careercenter@bsu.edu
Advising by Appointment: If drop-in does not meet your needs, schedule an appointment online through Cardinal Career Link at <http://www.bsu.edu/careers/careerlink>.

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact
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