BALL STATE UNIVERSITY
CAREER CENTER

Career Resource Guide
Multicultural Resources

Career Lab
Lucina Hall Room 235

Multicultural Resources
Best Careers for Bilingual Latinos: Market Your Fluency in Spanish to Get Ahead on the Job
Black Enterprise Guide to Building Your Career
Breaking the Bamboo Ceiling: Career Strategies for Asians
The Complete Job Search Guide for Latinos
Ferguson Career Resource Guide for Women and Minorities
The G Quotient: Why Gay Executives Are Excelling as Leaders
The Latino Advantage in the Workplace: Use Who You Are to Get Where You Want to Be
Lavender Road to Success: The Career Guide for the Gay Community
Pathways to Career Success for Minorities
Sexual Identity on the Job: Issues and Services
Straight Jobs, Gay Lives: Gays and Lesbians, the Harvard Business School, and the American Workplace
Vault Guide to Conquering Corporate America for Women and Minorities

Career and Major Information
The Career Lab 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
Find a Job Through Social Networking
Job Searching with Social Media for Dummies
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 Services Internship: Getting the Most from Your Experience
The Insider's Guide to Political Internships
National Internships Guide
Peterson's Internships
The Resort Internship and Seasonal Employment Guide
The Sports Internship Book
U.S. Internships for International Students and Young Professionals
Vault Guide to Top Internships
Vault Guide to Diversity Internships, Co-op, and Entry-Level Programs

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
Quest (Ball State Career Center): http://www.bsu.edu/careers/quest
KEY Careers: http://www.bsu.edu/keycareers
Career Center Publications: http://www.bsu.edu/careers/publications
Great Links to Explore: http://www.bsu.edu/careers/links. Scroll down and click the category Minority /Disability/Diversity Employment Issues.

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: Schedule an appointment with an advisor 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

Career Center
Lucina Hall 220 Ball State University
Muncie, Indiana 47306 (765) 285-5634
www.bsu.edu/careers/
careercenter@bsu.edu

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