

RESEARCH REFERENCE GUIDE

Instructions: Use this list of resources as a guide for your career search research.

This listing of resources is just the tip of the iceberg of the references available to assist you, and it may seem overwhelming at first. Your best resource for help in accessing the right reference materials in the shortest amount of time is a reference librarian, particularly at a local library that may be known for its excellent jobs search reference section.

Companies

America's Corporate Finance Directory

American's Corporate Families

Best's Directory: Primary reference source on insurance companies

The Career Guide: Dun's Employment Opportunities Directory

Career Employment Opportunities Directory

Chamber of Commerce: city and regional listings of companies

Corporate Finance Sourcebook

Corporate Yellow Book

Directory of Corporate Affiliations: Lists over 4,000 corporations and subsidiaries

The Geographic Index lists corporations and subsidiaries by city and state

Directory of Healthcare Professionals

Directory of Hospital Personnel

Dun & Bradstreet Million Dollar Directory: Lists businesses, product classifications, sales, and key officers. Use the Geographic and Product Indexes.

Dun's Business Rankings

Dun's Guide to Healthcare Companies

Financial Yellow Book

High Technology Marketplace Guide

Hoover's Handbook of Emerging Companies

Hoover's Handbook of American Business

Hoover's Handbook of World Business

International Directory of Corporate Affiliations: U.S. and worldwide holdings of parent companies; detailed information on "who runs what" as a result of mergers and acquisitions. Helps identify companies not listed in other directories because they are subsidiaries or divisions.

Job Seeker's Guide

Moody's (Bank and Finance, Industrial, OTC Industrial, Public Utility, Transportation)

Medical Device Register

Medical Device Supplement

Medical Healthcare Marketplace Guide

National Directory of Non-Profit Organizations
The National Job Bank
Polk's Bank Directory: Banks and other financial institutions and government agencies. Includes geographic indexing as well.
Sorkin's Directory of Business and Government
Standard & Poor's Register Vol. 1 Corporate Listings
Thomas Register of American Manufacturers
Thomsons Savings Directory
Ward's Business Directory Vol. 1: Largest U.S. Companies, Vol. 2: Smallest U.S. Companies Foundations & Associations
Encyclopedia of Associations: Lists associations, organizations, clubs, and other nonprofit groups that can provide information on various fields and subject matter interests.
National Directory of Non-Profit Organizations.

Government Opportunities

Complete Guide to Public Employment
Directory of Employment Opportunities in the Federal Government
Opportunities in Federal Government Careers
Opportunities in State and Local Government Careers

To Research Individuals as Contacts or Potential Employers

AHA Guide to Healthcare Professionals
Directory of Management Consultants: List of consultants by organization, location and field of specialization.
Dun's Consultant's Directory
Standard & Poor's Register, Vol. II Directors and Executives: Officers, directors, trustees, partners, and their principal business affiliations.
Who's Who in America

Geographic Preferences

Chamber of Commerce
Directory of Corporate Affiliations: Lists over 4,000 corporations and subsidiaries. The Geographic Index lists corporations and subsidiaries by city and state.
Places Rated Almanac
Road Atlas
Standard & Poor's Register Vol. III: Indexes: See Geographic Index for listing of companies by state and major cities.
Tourism Offices

To Research Funding For A New Business

Pratt's Guide to Venture Capital Sources
SCORE (Service Corps of Retired Executives) Organization offers seminars and individual consulting for small business owners, including starting new businesses.

Small Business Administration: Government loan program for new businesses.
For more information, see SCORE above.

Miscellaneous Resources

The American Almanac of Jobs and Salaries

American Jobs Abroad

Business Periodicals Index: References to articles in business publications such as Business Week, Fortune, and Wall Street Journal.

Directories in Print

Guide to American Directories: Lists directories in virtually all career fields, many of them low-cost or free.

Job Hunters' Sourcebook

National Directory of Addresses and Telephone Numbers: Lists business establishments, organizations, hotels, schools, hospitals, and more throughout the country. Contains a valuable listing of trade publications.

National Job Hotline Directory

National Trade and Professional Associations of the U.S. and Canada and Labor Unions: Lists addresses, presidents, size of membership and, in some cases, publications.

Trade journals and publications for particular industries and functions.