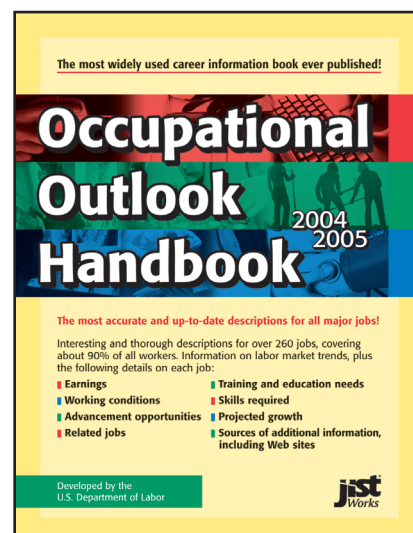


**MARCH 2004**

## **Occupational Outlook Handbook, 2004–2005 Edition**

**Author:** U.S. Department of Labor  
**ISBN:** 1-56370-988-0 Softcover  
1-56370-987-2 Hardcover  
**Trim Size:** 8 3/8 x 10 7/8  
**Page Count:** 656 (estimated)  
**Price:** \$18.95 Softcover  
\$23.95 Hardcover  
**NOTE:** *JIST will beat any competitor's price*

**Summary:** A quality reprint of the government's *Occupational Outlook Handbook*, issued every two years. The *OOH* is the most widely respected and used career reference available. Features well-written, interesting descriptions for about 260 major jobs in the U.S. and summary information on additional jobs. For each job, the book discusses the nature of the work, working conditions, job outlook, training and education needed, earnings, related occupations, and additional information sources, including Web sites. The book is packed with practical, current information, which makes it invaluable for anyone doing career research, making career decisions, writing resumes, and preparing for interviews.



### **Target Audience:**

- \* **Job seekers and new graduates**-Identify job targets; write resumes using information in the job descriptions; and prepare for interviews by identifying key skills to emphasize, salary requirements, and job requirements.
- \* **Students**-Explore and research career interests; identify career options and related training or education; learn about a job's tasks, working conditions, and growth potential; and set realistic objectives for pay and advancement.
- \* **Career changers**-Uncover more interesting jobs that require similar skills, identify training needed to enter more challenging or interesting jobs, and explore alternative career options.
- \* **Working people**-Identify related jobs with better growth potential, prepare for promotions or job changes, find earnings for similar or different jobs, and identify additional training or educational needs.
- \* **Teachers, trainers, career counselors, and librarians**-Assist job seekers, students, and other people exploring and researching careers.
- \* **Employers and business people**-Set competitive pay levels, anticipate trends, write detailed job descriptions, and establish performance appraisal criteria.

### **Key Features:**

- \* A comprehensive, up-to-date, and reliable source of career information.
- \* High-quality reprint of the government's *OOH* at a fraction of the price. JIST will beat any competitor's price.
- \* The leading source of critical decision-making information for job seekers and others.
- \* Easy to use and read. The *OOH* is the most reader-friendly general career reference book available.
- \* Organized by clusters of related jobs for easy research.

**(OVER)**

**More Key Features:**

- \* Interesting, thorough descriptions for over 260 jobs, covering about 90 percent of all workers.
- \* Includes interesting photos of workers on the job, charts, and tables.
- \* Useful for looking up information on particular occupations or browsing to find possible careers.
- \* Bureau of Labor Statistics projections of employment to the year 2012 are used to assess what kind of job opportunities future entrants to each occupation should encounter.
- \* Brief overview of trends for major industry and occupational groups.
- \* Cross-references to more specialized job titles in the government's O\*NET (Occupational Information Network) database.

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**Support Material Available:****Occupational Outlook Handbook Activities****Authors:** Editors at JIST**ISBN:** 1-56370-978-3 (pkg. of 10); 1-56370-982-1 (single)**Trim Size:** 8 3/8 x 10 7/8**Page Count:** 32**Price:** \$19.95 (pkg. of 10); \$2.25 (single)

**Summary:** This new Activities workbook helps high school students and adults research and plan their careers in an inexpensive, interactive, and convenient way. The Activities are designed for use with the most respected and helpful career information source—the U.S. Department of Labor's *Occupational Outlook Handbook (OOH)*. Four sections in the workbook help individuals find their career focus, learn about needed employability skills, set education and career goals, and get ready for their job search. Many but not all of the Activities require students to consult the *OOH*.

Each shrink-wrapped package of the *Occupational Outlook Handbook Activities* includes a FREE eight-page instructor's guide that gives the purpose of each activity, an answer key, and helpful tips.

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