

# Books available in the CAREER RESOURCE LIBRARY



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# Books available in the CAREER RESOURCE LIBRARY

## ALLIED HEALTH

### 101 Careers in Nursing

Novotny, Jeanne, 2003

### Advancing healthy populations: the Pfizer guide to careers in public health

DeBuono, Barbara & Tilson, Hugh, 2002

### Career Opportunities in Health Care

Field, Shelly, 2002

### Career Opportunities in Health Care Management: Perspectives from the Field

Buchbinder, 2009

### Career Opportunities in the Sports Industry (Career Opportunities)

Field, Shelly, 2003

### Careers in Child Care

Eberts & Gisler, 2007

### Careers in Focus: Family and Consumer Sciences

Lee, Jackson, 2003

### Careers in Health Care

Swanson, Barbara, 2005

### Careers in Medicine

Sacks 2006

### Change your Career: Nursing as Your New Profession

Arnoldussen, 2007

### Diversified Health Occupations (7<sup>th</sup> edition)

Simmers, Nartker, & Kobelak 2009

### Ferguson's Career Coach: Managing Your Career in the Sports Industry

Field 2008

### Health Care Job Explosion: High Growth Health Care Careers and Job Locator

Damp, 2006

### Health Care Career Vision

Jist, 2008

### Health Care Careers Directory 2008-2009

AMA 2008-2009

### Majoring in Nursing

Katz, J., 1999

### Mastering the Job Search Process in Recreational and Leisure Services

Ross, Craig; Beggs, Brent & Young, Sarah

### Nursing Programs 2008

Peterson, 2007

### Opportunities in Allied Health Careers

Kacen, Alex, 2004

### Opportunities in Dental Care Careers

Kendall, Bonnie, 2006

### Opportunities in Hospital Administration

Snook, 2007

### Opportunities in Nursing Careers

Frederickson, Keville, 2003

## **Books available in the CAREER RESOURCE LIBRARY**

### Opportunities in Nutrition Careers

Caldwell, Carol, 1999

### Opportunities in Occupational Therapy Careers

Weeks, 2007

### Opportunities in Sports and Fitness Careers

Heitzmann, Ray, 2003

### Public Health: Career Choices That Make a Difference

Turncock, 2006

### Resumes for Health and Medical Careers

VGM Career Books, 2004

### Resumes for Nursing Careers

VGM, 2002

### Short Term Job Adventures

Landes, Michael, 2005

### Top 100 Health-care Careers

Wischnitzer, 2005

### Wow! Resume for Health Careers (2)

Hamilton, L., 1999

### Yale Guide to careers in medicine and Health

Donaldson, Lundgren, and Spiro, 2003

## **ARTS AND HUMANITIES**

### 100 Best Careers for Writers and Artists

Field, Shelly, 1998

### 100 Best Careers in Entertainment

Field, Shelly, 1995

### 100 Careers in the Music Business

Crouch, Tanja, 2008

### 1,001 Ways to Make More Money as a Speaker, Consultant or Trainer: Plus 300

### Rainmaking Strategies for Dry Times

Walter, Lilly, 2003

### Acting A-Z

Mayfield, Katherine, 1998

### Art/Work: Everything you Need to Know and Do as you Pursue Your Art Career

Darcy & Melber, 2009

### Becoming a Graphic Designer

Heller, & Fernandes, 2002

### Career Opportunities for Writers

Guiley, Rosemary Ellen 2000

### Career Opportunities in Art

Haubensstock, Susan; Joselti, David, 1994.

### Career Opportunities in The Fashion Industry

Vogt, Peter, 2002

### Career Opportunities in Photography

Gilbert, George & Fehl, Pamela, 2006

## **Books available in the CAREER RESOURCE LIBRARY**

- Careers in Art: An Illustrated Guide 2<sup>nd</sup> edition  
Brommer, Gerald F., Gatto Joseph A. , 1999
- Careers in Communications and Entertainment  
Mogel, Leonard. 2000
- Careers in Foreign Languages  
Camenson, Blythe, 2001
- Careers in Publishing  
Camenson, Blythe, 2002
- Careers in Technical Theatre  
Lawler, 2007
- Careers in Writing  
Blythe, 2007
- Careers for Culture Lovers and Other Artsy Types, 3<sup>rd</sup> Edition  
Ebert, 2007
- Ferguson's Career Coach: Managing Your Career in the Theatre and Performing Arts  
Field, 2008
- Ferguson's Careers in Focus, Fashion  
Ferguson's, 2001
- Film and Television (field guides to finding a new career)  
Stratford, 2009
- Graduate Follow-up Study-Jobs for Arts and Humanites Majors  
MSU CDC, 2003
- Great Jobs for Art Majors  
Camenson, Blythe, 2003
- Great Jobs for Communications Majors-2  
Camenson, Blythe, 2002
- Great Jobs for English Majors  
DeGalan,Julie & Lambert Stephen, 1999
- Great Jobs in Foreign Language majors  
DeGalan,Julie & Lambert Stephen, 2000
- Great Jobs for Liberal Arts Majors  
Camenson, Blythe, 1997
- Great Jobs for Theater Majors, Second edition (Vgm's Great Jobs Series)  
Goldberg, Jan, 2004
- How to Be A Working Actor: The Insider's Guide to Findings Jobs In Theater, Film and Television  
Henry, Mary & Rogers, Lynne, 2008
- How to Be A Working Actor: The Insider's Guide to Findings Jobs In Theater,Film and Television  
Henry, Mary & Rogers, Lynne, 2000
- How to get a job in the music and recording industry  
Hatschek, Keith, 2001
- How to Survive and Prosper as an Artist, 5th ed.:Selling Yourself Without Selling Your Soul  
Michels, Caroll, 2001

## Books available in the CAREER RESOURCE LIBRARY

I'm an English Major Now What?

Lemire, 2006

Opportunities in Event Planning Careers

Blythe, 2003

Opportunities in Journalism Careers

Ferguson, Donald & Patten, Jim, 2001

Opportunities in Library Information and Science Careers

De La Pena McCook, K. & Myers, M, 2001

Opportunities in Music Careers, Revised Edition

Gerardi, Robert, 2002

Opportunities in Paralegal Careers

Fin, Alice, 2005

Opportunities in Public Relations Careers

Morris B. Rotman, 2001

Opportunities in Technical Writing

Gould, 2007

Photography your way: A career guide to satisfaction and success

Delaney, Chuck, 2005

Plunketts' Entertainment and Media Industry Almanac

Plunkett, Jack, 1998

Put Your Dreams First: Handle Your Entertainment Business

Mshaka, 2009

Real Resumes for Media, Newspaper, Broadcasting & Public Affairs Jobs

McKinney, Anne, 2002

Resumes for Communications Careers

VGM careers, 2003

Smart Moves for Liberal Arts Grads: Finding a Path to Your Perfect Career

Curran, Sheila & Greenwald, Suzanne

Start Your Own Graphic Design Business

Sheldon, 2008

Starting Your Career in Broadcasting: Working On and Off the Air in Radio and Television

Schneider

Starting Your Career as a Freelance Illustrator or Graphic Designer

Fleishman, Michael, 2001

The Complete Guide to Successful Event Planning

Kilkenny, 2006

The Pro Know-How Book of Success in the Arts

Shumate, 2007

The Tech Writer's Survival Guide

Wicklen, Janet, 2001

Top Careers for Communications Graduates (Top Career)

Ferguson, 2003

What Can You Do with a Major in English : Real people. Real jobs. Real rewards. (What Can You Do with a Major in...)

Hara, Shelley, 2005

# Books available in the CAREER RESOURCE LIBRARY

## BUSINESS

Career Opportunities in Advertising and Public Relations Field

Field, Shelly, 1994

Career Opportunities in Banking, Finance, and Insurance

Fitch, Thomas, 2002

Careers in Business

Stair, 2006

Careers in International Business

Halloran, Edward, 2003

Curriculum Vitae Handbook

Vault Career Library

Emerging Markets Desk Reference.

1999

Graduate Follow-Up Study-Jobs for Business Majors

MSU CDC, 2003

Great Jobs for Business Majors 3<sup>rd</sup> Edition

Lambert, 2008

Guide to Minnesota CPA Firms

MN Society of Certified Public Accountants, 2000-2001

MNCPA Guide to Accounting Career Opportunities

Minnesota Society of Certified Public Accountants, 2001-2002

Opportunities in Hotel and Motel Management Careers

Shepard Henkin, 2000

Opportunities in Human Resources Management Careers

McKenzie & Traynor, 2002

Opportunities in Marketing Careers

Steinberg, M., 1999

Opportunities in Real State Careers

Mariwyn Evans, 2002

Opportunities in Technical Sales Careers

Mark Rowh, 2002

Pick Me- Breaking into Advertising and Staying there

Vonk, Nancy & Kestin, Janet, 2005

Real people work in finance

VGM, 1999

Real People Work in Sales & Marketing

VGM, 1999

Resumes for Sales and Marketing Careers, 3rd edition (Vgm's Professional Resumes Series)

McGraw Hill, 2005

Sales Careers

Newill, Edward, and Kursmark, Louise, 2003

Start Your Own Home Inspection Service

Entrepreneur Press, 2008

## **Books available in the CAREER RESOURCE LIBRARY**

The Inside Track to Careers in Real Estate

Ross & Carberry, 2006

The Three Signs of a Miserable Job: A Fable for Managers

Lencioni, 2007

Vault Guide to the Top 50 Banking Employers

Vault, 2007

Vault Guide to the Top Manufacturing Employers

Vault, 2007

Vault Guide to Starting your own business

Vault Career Library

What can you do with a Major in Business: Real People, Real Jobs, Real Rewards

Shoup, 2005

Your successful Real Estate Career

Edwards, 2006

### **CAREER EXPLORATION**

100 Fastest Growing Careers

Farr, 2009

2007 The Vault College Career Bible (2)

Vault, 2007

50 Best Jobs for your Personality

Farr, Michael & Shatkin Laurence, 2005

50 Cutting Edge Jobs

Ferguson, 2000

Able to Work, Job Outlook

Career Kids, 2002

Alumni Directory

Wright, 2001

Career Anchors: Participant Workbook

Schein, 2006

Career Exploration on the Internet, 2<sup>nd</sup> Edition

Gabler, Laura, R., 2000

Career Fitness Program, The (2)

Sukiennik, Bendat, Raufman, 2001

Career for Non-Conformists

Gurvis, Sandra, 2000

Career Game Plan for Student Athletes

Bohac, Jennifer, 2000

Career Patterns

Harris-Tuck, Lit. Price, Annette, Robertson, Marilee, 2000

Career Renegade: How to Make a Great Living Doing What You Love

Fields, 2009

Career Tool Kit, The (3<sup>rd</sup> Ed.)

Carter, Carol; Lzumo, Gary; Kravitis, Sarah. Lyman, 2000

## **Books available in the CAREER RESOURCE LIBRARY**

- Career Warfare:10 Rules for building a Successful Personal Brand and fighting to keep it  
D'Alessandro, David, 2004
- College Majors and Careers: A Resource Guide for Effective Life Planning 4<sup>th</sup> Edition(2)  
Phifer, Paul, 2000
- Dictionary of Holland Occupational Codes  
Psychological Assessment Resources, Inc, 1989
- Discover the Best Jobs for You  
Krannich, 1998
- Do What You Are: Discover the perfect career for you through the secrets of personality type  
Tieger, Barron-Tieger, 1995
- Dream Careers- How to quickly break into a fab job  
Goulet, Catherine & Goulet Tag, 2006
- Enhanced Guide for Occupational Exploration, The (2)  
Maz, Marilyn; Farr, Michael J., 1995
- EZ Occupational Handbook  
Editors of Jist, 2007
- Follow your True Colors of the work you love  
Kalil, Carolyn, 1998
- Getting from College to Career- 90 things to do before you join the real world  
Pollak, Lindsey, 2007
- Goals- How to get everything you want- faster than you ever thought possible  
Tracy, Brian, 2002
- Great Jobs for Liberal Arts Majors-1  
Camenson, Blythe, 2001
- Green Careers: Choosing Work for a Sustainable Future  
Andrews, 2006
- Guide to Internet Job Searching 2008-2009  
Dikel, 2008
- Guide for Occupational Exploration.  
Farr, Michael, 2001
- Guide to College Majors  
The Princeton Review, 2002
- Have no career fear- A college grad's guide to snagging work, blazing a career path and reaching job nirvana  
Students Helping Students, 2005
- How to Choose a College Major  
Andrews, 2006
- How to get any job with any major  
Asher Donald, 2004
- How'd You Get That Gig?  
Levit, 2008
- Just Who Will You Be?  
Shriver, 2008
- Life after School Explained  
Cap & Compass, 2004

## **Books available in the CAREER RESOURCE LIBRARY**

### Life after School Explained

Cap & Compass, 2003

### Major in Success: Make college Easier, Fire Up Your Dreams, and Get a Very Cool Job

Combs, Patrick, 2003

### Majoring in the Rest of Your Life

Troyka, Lynn Quitman, Carter, Carol, 2000

### Making a Living While Making a Difference

Everett, 2007

### Making the major decision

Thompson, Peterson, 2003

### Managing Career Transitions, 2<sup>nd</sup> Ed.

Hayes, Kit Harrington, 2000

### Minnesota Careers-1

Minnesota Department of Employment and Economic Development, 2010

### Minnesota Careers-2

Minnesota Department of Employment and Economic Development, 2010

### Minnesota Careers-3

Minnesota Department of Employment and Economic Development, 2010

### Minnesota Careers-4

Minnesota Department of Employment and Economic Development, 2010

### O\*Net Dictionary of Occupational Titles

US Dept Labor, Jist Works, 2005

### Occupational Outlook Handbook Copy 1

Jist Works, 2008

### Occupational Outlook Handbook Copy 2

Jist Works, 2008

### Occupational Outlook Handbook Copy-3

Jist Works, 2008

### Occupational Outlook Handbook Copy-4

Jist Works, 2008

### Occupational Outlook Handbook, 2008-2009(4)

Jist Works, 2008

### Off-Beat Careers: The Directory of Unusual Work

Al Sacharow,

### Peterson's 4 Year Colleges

Peterson's, 2000

### PIE Method, The

Porot, Daniel, 1996

### Quick Guide to College Majors and Careers

Shatkin, Laurence, 2002

### Salary Surveys

NACE, 2004

### Selecting a college major exploration and decision making

Gordon, Virginia & Sears, Susan, 2004

### Sunshine Jobs: Career Opp. Working Outdoors

Stienstra, Tom 1997

## **Books available in the CAREER RESOURCE LIBRARY**

The Big Book of Colleges, 2007

Prowler, College, 2006

The College Board Book of Majors: 2nd Edition (College Board Index of Majors and Graduate Degrees)

The College Board, 2006

The Complete Idiots Guide to Discovering your Perfect Career(The Complete Idiot's Guide)

Carew, Ed.D.Rene, 2005

The Everything College Major Test Book-10 tests to help you choose the major that is right for you

Nadler, Burton, 2006

Top 300 Careers: Your Complete Guidebook to Major Jobs in Every Field  
2006

Top Careers for Liberal Arts Graduates

Ferguson, 2004

Using Assessment Result for Career Development

Osborn, Debra & Zunker, Vernon, 2006

We are all Self Employed -How to take control of you career

Hakim, Cliff, 2003

What Can I do with a Major in...?

University of Tennessee, 2009

What color is your parachute workbook: How to Create a Picture of Your Ideal Job or Next Career

Bolles, Richard, 2005

What Color is your parachute? 2007: A Practical Manual for Job- Hunters and Career-Changers(What Color is Your Parachute)

Bolles, Richard, 2006

What Color is your parachute? 2009: A Practical Manual for Job- Hunters and Career-Changers(What Color is Your Parachute)

Bolles, Richard, 2009

What's Your Type of Career? Unlock the Secrets of Your Personality

Dunning, 2001

What should I do with my life?

Bronson, Po, 2003

Zen and the Art of Making a Living

Boldt, L., 2003

### **EDUCATION**

101 Careers Alternatives for Teachers

Gisler, Margaret, 2001

102 Grade A resumes for Teachers-2

Anthony, Rebecca; Roe, Gerald, 2003

2003-2004 National Teacher Recruiting Directory

National Teacher Recruiting, 1997-1998-99

## **Books available in the CAREER RESOURCE LIBRARY**

- A Teacher's Guide to Creating Portfolios for Success in School, Work, and Life  
Kimeldorf, 1994
- Career Opportunities in Aviation and the Aerospace Industry  
Mc-David, Susan, 2004
- Careers in Education  
Edelfelt, Roy & Reiman, Alan, 2000
- Change Your Career: Teaching as Your New Career  
Starkley, 2007
- Checklist for Success-Pilot's Guide to a Successful Interview  
Cage, Cheryl A., 2002
- Curriculum Vitae Handbook  
CDC
- Directory of the Public School System in the United States 26th Ed.  
1999
- Education(Ferguson's Careers in Focus)  
Ferguson, 2005
- Fact Sheets and Orientation Information about Overseas Schools  
UNI Fact Sheet Book, 2003
- Graduate Follow-up Study-Jobs for Education Majors  
MSU CDC, 2004-2005
- How to develop a Professional Portfolio: A Manual for Teachers (4<sup>th</sup> Edition)  
Campbell, Dorothy, 2007
- How to Get the Teaching Job You Want: The Complete Guide for College Graduates, Teachers Changing Schools, Returning Teachers and Career Changers  
Feirsen, Robert & Weitzman, Seth, 2004
- Inside Secrets for Finding a Teaching Job: The most effective search methods for both new and experienced educators  
Warner, Jack, 2006
- Job Hunter's Guide 2006  
AAEE, 2006
- Literature Review on Teacher Recruitment Programs  
2000
- Ms. Mentor's Impeccable Advice for Women in Academia  
Toth, Emily, 2004
- Opportunities in Teaching Careers  
Fine, Janet, 2000
- Private Independent Schools 1999  
Bunting and Lyon Blue Book, 1998
- So You Have to Have a Portfolio : A Teacher's Guide to Preparation and Presentation (1-Off)  
Wyatt, Robert & Looper Sandra, 2005
- Succeeding at your interview: A practical Guide for Teachers  
Brause, Rita & Donohue, Christine & Ryan, Alice
- Teacher Career Starter: The Road to a Rewarding Career  
DellaValle and Emmet Sawyer, 2001

## **Books available in the CAREER RESOURCE LIBRARY**

### Teacher Employment Opportunities

MAASCUS,

### Teacher Testing Requirements

State-by-State Review: Testing for Initial Licensure, 2003

### Teaching English Overseas: A Job Guide for Americans & Canadians

Mohammed, Jeff, 2005

### What Can You Do with a Major in Education: Real people. Real jobs. Real rewards.

Horowitz, Jennifer & Walker Bruce, 2005

## **GRADUATE SCHOOLS**

### Directory of Graduate Program in Human Resource Management

Society for Human Resource Management, 2001

### Complete Books of Graduate Programs in the Arts and Sciences 2006

Princeton, 2005

### Best 170 Law Schools

Owens, 2008

### Game Plan for Getting into Graduate School

Castellucci, Marion, 2000

### Getting In: A Step by Step Plan for Gaining Admission to Graduate School in Psychology

APA, 2007

### Getting What You Came For: The Smart Student's Guide to Earning

Peters, 2001

### GMAT, GRE, LASAT – 2006 Platinum Edition

Kaplan, 2005

### Graduate School Companion

Princeton, 2007

### How to Write a Winning Personal Statement for Graduate and Professional School

Stelzer, 1997

### Medical School Admission Requirements (MSAR) 2008-2009: The Most Authoritative Guide to U.S. and Canadian Medical Schools

Chanatry, Julie, 2008

### Med School Confidential- A complete guide to the medical school experience: By students, for students

Miller, Robert & Bissell, Daniel, 2006

### Peterson's Graduate Schools in United States

Peterson, 2005

### Peterson's MBA Programs 2008

Peterson, 2008

### Playing the Game: The Street Smart Guide to Graduate School

Frank, 2004

### The Business School Buzz Book

Vault Editors, 2006

## **Books available in the CAREER RESOURCE LIBRARY**

The Medical School Interview- Secrets and a system for success

Fleenor, Jeremiah, 2006

The Law School Buzz Book

Vault Editors, 2006

The Vault MBA Career Bible

Vault, 2007

Complete Books of Graduate Programs in the Arts and Sciences 2006

Princeton Review, 2005

Cracking the GRE, 2007 Edition (Graduate Test Prep)

Princeton Review, 2007

How to prepare for the GRE with the CD-ROM( Barron's how to prepare for the GRE Graduate Record Examination)- 16<sup>th</sup> Edition

Green, Sharon

Kaplan GRE exam, 2007 edition: Premier Program ( Kaplan GRE exam- Book and CD-ROM)

Kaplan, 2007

### **INTERNATIONAL OPPORTUNITIES**

Careers in International Affairs 7th Edition

Carland, Maria & Gihring, Lisa, 2003

Careers in International Affairs 8th Edition

Carland, Maria & Gihring, Lisa, 2008

International Jobs

Compiled by the Career Development Center, 1999

International Jobs: Where are they and How to Get Them

Segal, 2003

International Job Finder: Where the Jobs are worldwide(International Job Finder)

Lauber, Daniel, 2002

International Jobs, Where They Are, How to Get Them

R & C Krannich

Jobs for People Who Love to Travel

Krannich, Ron and Caryl

HIB Employer Listing

CDC, 2005

International Student's Job Search Handbook

Compiled by the Career Development Center, 1997

It's Your World-Students Guide To Education Abroad

Educational Directories, 2002

Opportunities in Overseas Careers

Camenson, Blythe, 200

Returning to Hong Kong-1

The American Chamber of Commerce in Hong Kong, 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Editions., 2002

## **Books available in the CAREER RESOURCE LIBRARY**

### Returning to Indonesia

The American Chamber of Commerce of Indonesia, 2001

### Teaching English Abroad, 7th (Teaching English Abroad)

Griffith, Susan, 2005

### The Big Guide to Living and Working Overseas(Fourth Edition):3,045 Career Building Resources

Hachey, Jean-Marc, 2004

### The College Board International Student Handbook 2007(International Student Handbook of US Colleges)

College Board, 2007

### The Directory of Jobs and Careers Abroad,12th Edition

Penrith, Deborah, 2005

### The Insiders Guide to the Peace Corps

Banerjee, 2009

### Vault International Careers

Vault,2004

### Work your way around the world, 12<sup>th</sup>

Griffith, Susan, 2005

## **JOB SEARCH**

### 10 Insider Secrets to a Winning job search: Everything You Need to Get the Job You want in 24 hours or less

Bermont, Todd, 2005

### 10 Things Employers Want You to Learn in College: The Know-How You Need to Succeed

Coplin, Bill, 2004

### 100+ Winning Answers to the Toughest Interview Questions

Hawley, 2008

### 101 Dynamite Questions to Ask at Your Job Interview

Fein, 2000

### 101 Tips for Graduates- A Code of Conduct for Success and Happiness in Your Professional Life

Morem, 2005

### 175 High Impact Resumes

Beatty, Richard H., 2001

### 2007 The Vault College Career Bible

Waldrep, 2006

### 201 Dynamite Job Search Letters

Ron and Carly Krannich, Ph.D.s, 1999

### 202 Great Resumes

VGM Career Books,2004

### 250 Job Interview Questions, The

Veruki, Peter, 1999

### A Foot in the Door: Networking Your Way into the Hidden Job Market

Hansen, 2000

## **Books available in the CAREER RESOURCE LIBRARY**

Adams Resume Almanac

Wallace, Richard, 2005

Best answers to the 201 most frequently Asked Interview Questions

Deluca, Matthew, 1999

Best Entry Level Jobs, 2007 Edition

Lieber, Ron & Meltzer, Tom

Best Jobs for the 21st Century- 4th edition

Farr, Michael & Shatkin, Laurence, 2006

Building Professionals Creating a Successful Portfolio

Prentice Hall, 1999

Business Class- Etiquette essentials for success at work

Whitmore, Jacqueline

Can I Wear My Nose Ring to the Interview? Crash Course in Finding, Landing, and Keeping Your First Real Job

Reeves, 2009

Career Building: Your Total Handbook for Finding a Job and Making it Work

Career Builder

Career guide to America's Top Industries: Essential Data on Job Opportunities in over 40 industries (career guide to industries)

Jist works, 2003

Career of Gold

Bracken, 2007

Careers for Talkative Types and Others With the Gift of Gab

Eberts & Grisler, 2006

Confessions of a Recruiting Directory: A top Recruiter Reveals Why He Said No to Thousands of Candidates- And How You can Get the Yes

Karsh, Brad, 2006

Courting Your Career: Match Yourself with the Perfect Job

Graham, 2008

Cover Letters for Dummies

Kennedy, Joyce Lain, 2000

Cover Letter Magic- Trade Secrets of Professional Resume Writers

Enelow, Wendy & Kursmark, Louise, 2007

Cover Letters That Knock 'Em Dead (4)

Yate, Martin, 1995

Creative Job Search 2004(1)

Minnesota Department of Employment and Economic Development, 2004

Dressing Smart for Women: 101 Mistakes you can't afford to make... and how to avoid them

Nicholson, Joanna, 2004

Dressing Smart in the New Millennium: 200 Quick Tips for Great Style

Nicholson, 1999

Dynamite Salary Negotiations

Krannich, Ron; Krannich, Carly, 2000

Employment Opportunity.

Moss, Alan. Yale, Donald, 2000

## **Books available in the CAREER RESOURCE LIBRARY**

- Get the Interview Every Time : Fortune 500 Hiring Professionals' Tips for Writing Winning Resumes and Cover Letters  
Green,Brenda,2004
- Global Resume  
Thompson, 2000
- Guide to America's Federal Jobs:A Complete Directory of U.S. Government Careers Opportunities  
Maxwell, Bruce, 2005
- Guide to Internet Job Searching, The  
Riley, Margaret; Roehm, Frances; Oserman, Steve, 2002
- Guide to Internet Job Searching 2004-2005 (Guide to Internet Job Searching)  
Dikel , Margaret & Roehm,Frances,2004
- Haldane's Best Answers to Tough Interview Questions  
Bernard Haldane Associates, 2000
- Haldane's Best Cover letters for Professional  
Bernard Haldane Associates, 2000
- Highly Effective Networking: Meet the Right People and Get a Great Job  
Pierson
- How to Interview Like a Top MBA  
Laenna, 2004
- How to Prepare Your Curriculum Vitae  
Jackson,Acy & Geckeis K.C,2004
- How to Reduce Workplace Conflict and Stress  
Maravelas, 2005
- How to Say it on Your Resume  
Karsh, 2009
- How to turn an interview into a job -Revised and updated  
Allen, Jeffrey, 2004
- I Don't Know What I Want, but I Know It's Not This: A Step-By-Step Guide to Finding Gratifying Work  
Jansen,Julie,2005
- Internet Your Way to a New Job: How to Really Find a Job Online  
Doyle, 2008
- Introduction to Job Applications, An  
Farr, Michael J; Christopherson, Susan, 2001
- It's Not What You Know, It's Who You Know  
Saxon, and Goldman, 1999
- Job Hunting Handbook 2002  
Dahlstrom & Company, 2002
- Knock 'em Dead Cover Letters  
Yate
- Knock 'em Dead 2005: The Ultimate Job Seekers Guide (Knock 'em Dead)  
Yate, Martin, 2004
- Knock 'em Dead  
Yate, 2008

## **Books available in the CAREER RESOURCE LIBRARY**

Knock ‘em Dead 2010: The Ultimate Job Search Guide

Yate, 2010

Life After Graduation, Financial Advice, & Money Saving Tips

Arndt & Ricchini, 1999

Life’s a Bitch and Then Your Change Careers: 9 Steps to get out of Your funk and on to your Future

Kay, 2005

My Work Book: How to Find a Job- Even During Tough Times- And Survive Your First Year in the Workplace

Freud

McGraw Hill’s Big Red Book of Resumes

McGraw Hill, 2003

Minneapolis-St. Paul Job Bank-2

Adams Media Corporation, 2001

Navigating Your Career

Hunt, and Scanlon, 1998

New Rules for the Job Search Game

Larson, Jack; Comstock, Cheri, 1999

New York Job Bank

Adams Media Corporation, 2004

No One Will Hire Me!

Krannich, Ron and Caryl ., 2004

Non-Profits and Education Job Finder

Lauber, 1997

Peterson’s Top 2500 Employers

Petersons, 1998

Peterson’s Liberal Arts Jobs

Nadeer,Burt,1998

Portfolio Power

Kimeldorf, Martin, 1998

Professional's Job Finder

Lauber, Daniel, 1997

Resume.com- Guide to Writing Unbeatable Resumes

Curtis & Simons, 2002

Resume Magic: Trade Secrets of a Professional Resume Writer

Whitcomb, 2007

Resumes for 50+ Job Hunters

Editors of Career Books, 2008

Resumes for Dummies

Lain Kennedy, Joyce, 2002

Resumes for First Time Job Hunters,3rd edition

Editors of McGraw Hill,2004

Resumes For Re-Entering The Job Market

The editors of VGM Career Books, Second Edition,2002

Secrets of the Hidden Job Market: Change Your Thinking to Get the Job of Your Dreams

White, 2007

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Paradis, Adrian, 1997

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CEI, Winston-Salem, NC, 2002

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Natavi Guides, 2004

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Landes, Michael, 2002

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Allan, 2007

### Complete Idiot's Guide to Green Careers

Parks & Helmer, 2009

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Burdick, 2008

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The Environmental Careers Organization, 1999

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Strelecky

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Hunter, 2007

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### Complete Guide to U.S. Civil Service Jobs

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Camenson, Blythe, 2004

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- Real Resumes for Social Work and Counseling Jobs: Including Real Resumes Used to Change Careers and Transfer Skills to Other Industries (Real-resumes)  
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Wheeler

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### **SPECIAL POPULATIONS**

The Lavender Road to Success: Career Guide for the Gay Community

Snyder, Kirk, 2003

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Congressional Hispanic Caucus Institute, 2003

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Minnesota Edition, 1998

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Hayes, Cassandra, 2003

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