

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

### Opportunities in Overseas Careers

Camenson, Blythe, 200

### Overseas Development Network's: Development Opportunities Catalog, The 1999

### Peterson's Summer Study Abroad.

Peterson, 1999

### 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

### Returning to Indonesia

The American Chamber of Commerce of Indonesia, 2001

### Returning to Indonesia

The American Chamber of Commerce of Indonesia, 1996

### Study Abroad.com Education Abroad (2)

Studyabroad.com, 1995

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### 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 Internship Bible,10<sup>th</sup> Edition(Internship Bible)

Princeton Review,2005

### Vault International Careers

Vault,2004

### Washington Internships in law and policy

Career Education Institutes, 2002

### 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

### 101 Dynamite Questions to ask at Your Job Interview-1

Richard Fein, 1996

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

101 More Best Resumes

Bleek and Betrus .,1999

1500 Key Words for \$100,000 Jobs

Enelow, Wendy, 1996

175 High Impact Resumes

Beatty, Richard H., 2001

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, 1996

301 Smart Ways to Tough Interview Questions

Oliver, Vicky,1999

90 Minute Interview Prep Book

Schmidt, Peggy, 2000

A Foot in the Door

Hansen, Katherine, 1994

Adams Resume Almanac

Wallace, Richard, 2005

America's Top Medical, Education & Human Service Jobs

Farr, Michael J., 1999

Atlanta Job Bank

King, Sheldon, 1999

Best answers to the 201 most frequently Asked Interview Questions

Deluca,Matthew,1999

Best Entry Level Jobs,2007 Edition

Lieber, Ron & Meltzer, Tom

Boston Job Bank

Adams Publishing, 1999

Building Professionals Creating a Successful Portfolio

Prentice Hall, 1999

Business Class- Etiquette essentials for success at work

Whitmore, Jacqueline

Business Etiquette for dummies

Fox,Sue,2001

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

Jist works, 2003

Casual Power

Maysonave, Sherry, 1999

Chicago Job Bank

Adams Publishing, 1998

College Grad Job Hunter

Krueger, B. ., 1997

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Complete Idiots Guide to the Perfect Cover Letter

Ireland, Susan, 1999

Complete Resume & Job Search Book for College Students-1

Adams, B. ., 1999

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

Cover Letters for Dummies

Kennedy, Joyce Lain,2000

Cover Letters That Knock 'Em Dead (4)

Yate, Martin, 1997

Creative Job Search 2004(1)

Minnesota Department of Employment and Economic Development, 2004

Creative Job Search 2004(2)

Minnesota Department of Employment and Economic Development, 2004

Creative Job Search: Resumes and Cover Letters

MN Dept. Of Economic Security, 2004

Dallas-Fort Worth Job Bank

Adams Publishing., 1999

Denver Job Bank

Toropov, Brandon and Adams, Inc., 1991

Don't Slurp Your Soup: A Basic Guide to Business Etiquette

Craig, Betty, 2000

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

Nicholson, J., 1999

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

Nicholson, Joanna, 2004

Dynamite Cover Letters-1

Krannich, Ron, Krannich; Caryl, 1997

Dynamite Cover Letters-2

Krannich, Ron, Krannich; Caryl, 1998

Dynamite Salary Negotiations

Krannich, Ron; Krannich, Carly, 2000

Employment Opportunity.

Moss, Alan. Yale, Donald, 2000

Employment Portfolio, The

Bostaph, Charles Vendeland, Roland.1995.

Essential Book of Interviewing

Kanter, Arnold B., 1996

Get That Interview

Moock, Theodore Jr., 1997

Get the Interview Every Time : Fortune 500 Hiring Professionals' Tips for Writing Winning Resumes and Cover Letters

Green,Brenda, 2004

## Books available in the CAREER RESOURCE LIBRARY

### Government Job Finder

Lauber, Daniel, 1998

### Guide to America's Federal Jobs: A Complete Directory of U.S. Government Careers Opportunities

Maxwell, Bruce, 2005

### Guide To Internet Job Searching

Dikel, and Roehm, 2000

### 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

### Haldane's Best Resumes for Professional

Bernard Haldane Associates, 1993

### How to Prepare Your Curriculum Vitae

Jackson, Acy & Geckeis K.C., 2004

### How to win friends & Influence people

Carnegie, Dale, 1981

### 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

### Information Interviewing

Stoodley, Martha, 1998

### Internet Resumes

Weddle, Peter, 1999

### Interview Rehearsal

Gottesman and Mauro, 1999

### 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 Finder's Guide

Krantz, L. 1996

### Job Hunter's Word Finder

Bluemon, James, 2002

### Job Hunting Handbook-1

Dahlstrom & Company, 1997

### Job Hunting Handbook-2

Dahlstrom & Company, 1999

### Job Hunting on the Internet-1

Richard Nelson Bolles, 1999

### Job Hunting on the Internet-2

Richard Nelson Bolles, 1999

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

### Job Interviews for Dummies

Lain Kennedy, Joyce, 1998

### Jobs '98

Petras, Kathryn & Ross, 1997

### Knock 'Em Dead: Ultimate Job Seekers Handbook (1)

Yate, Martin, 1998

### Knock 'em Dead 2005: The Ultimate Job Seekers Guide (Knock 'em Dead)

Yate, Martin, 2004

### Liberal Arts Advantage

Giangrande, Gregory, 2001

### Life After Graduation, Financial Advice, & Money Saving Tips

Arndt & Ricchini, 1999

### Minneapolis-St. Paul Job Bank-1

Adams Media Corporation, 1997

### Minneapolis-St. Paul Job Bank-2

Adams Media Corporation, 2001

### More Best Answers to the 201 Most Frequently Asked Interview Questions

DeLuca and Deluca, 1999

### Navigating Your Career

Hunt, and Scanlon, 1998

### Networking for Everyone!

JIST, 1996

### New 90 Minute Resume

Petersons, 1994

### 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 ., 1997

### Non-Profits and Education Job Finder

Lauber, Daniel, 1991

### Perfect Portfolio For Artists and Writers, The

Sequin, Marilyn, 1999

### Peterson's Hidden Job Market

Petersons., 2000

### Peterson's Top 2500 Employers

Petersons, 1998

### Peterson's Liberal Arts Jobs

Nadeer, Burt, 1998

### Phoenix Job Bank

Bob Adams, Inc., 1997

### Portfolio Power

Kimeldorf, Martin, 1998

### Portland Job Bank

Adams, 1997

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Professional's Job Finder

Lauber, Daniel, 1997

Resume Magic: Trade Secrets of a Professional Resume Writer

Whitcomb B. Susan, 2003

Resumes and Job Search Letters for the Transitioning Military Personnel

Savino, Carl, 2003

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, 1997

Resumes In Cyberspace

Barron's, 1995

Resumes! Resumes! Resumes!

Fern, Richard, 1997

San Francisco Bay Area Job Bank

Adams Publishing., 2001

Savvy Networker, The

Ron and Krannich, Ph.Ds, 1999.

Seattle Job Bank

Adams Publishing, 1992

Strategic Resumes Writing For Results .

Mahoney, Marci, 2003

Sweaty Palms: The Neglected Art of Being Interviewed

Medley, Anthony, 2005

The Art of Connecting - How to overcome differences, build rapport, and communicate effectively with anyone

Raines, Claire & Ewing Lara, 2006

The Book of the U.S Government Jobs

Damp, Dennis, 2005

The Gold book Twin Cities

Busch, Jennifer, 2000

The Job Hunting Handbook

Dahlstrom, Harry, 2002

The Negotiation Toolkit, How to Get Exactly What You Want

Volkema, Roger, 2004

The Resume.com-Guide to writing unbeatable Resumes

Curtis, Rose & Simons, Warren, 2002

The Art Therapy Sourcebook

Malchiodi, Cathy, 2001

The Unwritten Rules of the Highly Effective Job Search: The Proven Program Used by the Worlds Leading Career Services Company

Pierson, Orville, 2006

Vault Guide to Resume, Cover Letters, & Interviewing

Vault, 2001

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

Vault Guide to Schmoozing

Vault, 2002

Washington D.C. Job Bank

Adams Publishing, 1999

What Color is Your Parachute?1

Bolles, Richard N,2002

What Color is Your Parachute?-2

Bolles, Richard N,1999

What Color is Your Parachute?3

Bolles, Richard N., 2001

What Color Is Your Parachute? 2005: A Practical Manual for Job-Hunters and Career-Changers

Bolles, Richard, 2005

When the Little Things count

Pachter, Barbara, 1999

Why Should Extroverts Make All The Money

Balzano, Frederica , 1997

Wisconsin Job Bank

Adams Publishing, 1999

World Chamber of Commerce Directory

2005

McGraw Hill's Big Red Book of Resumes

McGraw Hill, 2002

You're Hired! Interview skills to get the job

Epstein, Lorne, 2006

### **PART-TIME JOBS AND INTERNSHIPS**

250 Best Jobs through Apprenticeships

Farr, Michael & Shatkin Laurence, 2005

Best 109 Internships,9th Edition.The (Best Internships)

Oldman,Mark & Hamadeh,Samer,2005

Big Green Internship Book: Internships & Summer Jobs for the Environment

Career Education Institute, 1997

Broadcasting Internship Guide for College Students, The

Blackwell, Morton C. 2002

Career Anchors:Self Assessment

Schein, Edgar, 2006

Complete Guide to Seasonal State Park Employment

CEI, Winston-Salem, NC, 1998

Congressional Internship Book, The

Internship with the 105<sup>th</sup> Congress, 1998

Directory of Direct Marketing Summer Internships

1987

Delaying the real world

Kinder, Colleen, 2005