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### **RESUME SAMPLES AND RESUME WRITING**

- **America's Top Resumes: For America's Top Jobs** by Michael J. Farr and Louise Kursmark (Indianapolis, IN Jist Publishing, 2002)
- **Expert Resumes for Career Changers** by Wendy S. Enelow and Louise Kursmark (Indianapolis, IN Jist Publishing, 2005)
- **Expert Resumes for Managers and Executives** by Wendy S. Enelow and Louise Kursmark (Indianapolis, IN Jist Publishing, 2003)
- **Expert Resumes for Teachers and Educators 2Nd Ed.** By Wendy S. Enelow and Louise Kursmark (Indianapolis, IN Jist Publishing, 2005)
- **Expert Resumes for Manufacturing Careers: Engineering, Management, Executive, Operations, Production, and Technology** by Wendy S. Enelow and Louise Kursmark (Indianapolis, IN Jist Publishing, 2002)
- **Gallery of Best Resumes** by David Noble (Indianapolis, IN Jist Publishing, 2004)
- **Resume Magic: Trade Secrets of a Professional Resume Writer** by Susan Britton Whitcomb (Indianapolis, IN Jist Publishing, 2007)
- **Same-day Résumé: Write an Effective Résumé in an Hour** by Michael J. Farr (Indianapolis, IN Jist Publishing, 2004)
- **Top Secret Executive Resumes** by Steven Provenzano (Franklin Lakes, NJ The Career Press, 2000)

### **COVER LETTER SAMPLES AND COVER LETTER WRITING**

- **15-Minute Cover Letter: Write an Effective Cover Letter Right Now** by Michael J. Farr and Louise Kursmark (Indianapolis, IN Jist Publishing, 2005)
- **175 High-impact Cover Letters** by Richard H. Beatty (New York John Wiley & Sons, Inc. (US), 2002)
- **Gallery of Best Cover Letters** by David F. Noble (Indianapolis, IN Jist Publishing, 2004)
- **The Guide to Basic Cover Letter Writing 2Nd Ed.**, by Steven Provenzano (Chicago McGraw-Hill Professional, 2004)

### **NETWORKING**

- **Networking for Job Search and Career Success** by Michelle L. Tullier (Indianapolis, IN Jist Publishing, 2004)
- **Networking for Novices** by Susan Shelly (New York Learning Express, 1998)
- **SuperNetworking: Reach the Right People, Build Your Career Network, and Land Your Dream Job-- Now!** by Michael Salmon (Franklin Lakes, NJ The Career Press, 2004)

### **INTERVIEWING**

- **101 Great Answers to the Toughest Interview Questions** by Donald W. Fry (Franklin Lakes, NJ Delmar Thomson Learning, 2000)
- **How to Interview Like a Top MBA: Job-winning Strategies From Headhunters, Fortune 100 Recruiters, and Career Counselors** by Shelly Leanne (New York McGraw-Hill Professional, 2004)
- **Interview Magic: Job Interview Secrets from America's Career and Life Coach** by Susan Britton Whitcomb (Indianapolis, IN Jist Publishing, 2005)
- **Next-day Job Interview: Prepare Tonight and Get the Job Tomorrow** by Michael J. Farr (Indianapolis, IN Jist Publishing, 2005)
- **Succeeding At Your Interview: A Practical Guide for Teachers** by Rita S. Brause, Christine P. Donohue and Alice W. Ryan (Mahwah, N.J. Lawrence Erlbaum Associates, Inc., 2002)
- **The Complete Idiot's Guide to the Perfect Interview** by Marc A. Dorio (Indianapolis, Ind. Alpha Books, 2000)
- **Winning the Interview Game: Everything You Need to Know to Land the Job** by Alan H. Nierenberg (New York AMACOM Books, 2005)

## **JOB SEARCH STRATEGIES**

- **10 Insider Secrets to a Winning Job Search: Everything You Need to Get the Job You Want in 24 Hours--or Less!** by Todd Bermont (Franklin Lakes, NJ The Career Press, 2004)
- **Can You Start Tomorrow? Finding Jobs in Today's Tough Market** by John Madden (Raleigh, NC Boson Books, 2003)
- **Getting Your First Job: How to Get the Job That Will Give You the Right Start** by Penny Hitchin (Oxford, U.K., How to Books, Ltd., 1999)
- **Getting the Job You Really Want: A Step-by-step Guide to Finding a Good Job in Less Time** by Michael J. Farr (Indianapolis, IN Jist Publishing, 2002)
- **Insider's Guide to Finding a Job: Expert Advice From America's Top Employers and Recruiters** by Wendy S. Enelow and Shelly Goldman (Indianapolis, IN Jist Publishing, 2005)
- **Job Search and Career Checklists: 101 Proven Time-saving Checklists to Organize and Plan Your Career Search** by Arlene S. Hirsch (Indianapolis, IN Jist Publishing, 2005)
- **Military-to-civilian Career Transition Guide: The Essential Job Search Handbook for Service Members** by Janet I. Farley (Indianapolis, IN Jist Publishing, 2005)
- **Over-40 Job Search Guide: 10 Strategies for Making Your Age an Advantage in Your Career** by Gail Geary (Indianapolis, IN Jist Publishing, 2005)
- **Seven Steps to Getting a Job Fast** by Michael J. Farr (Indianapolis Jist Publishing, 2002)
- **Targeting the Job You Want** by Kate Wendleton and Wendy Alfus Rothman (Franklin Lakes, NJ The Career Press, 2000)
- **The Procrastinator's Guide to the Job Hunt** by Lorelei Lanum (New York Penguin, 2004)
- **The Very Quick Job Search: Get a Better Job in Half the Time!** by Michael Farr (Indianapolis, IN Jist Publishing, 2004)

## **CAREERS BY MAJOR**

- **Best Career and Education Web Sites: A Quick Guide to Online Job Search** by Rachel Singer Gordon and Anne Wolfinger (Indianapolis, IN Jist Publishing, 2004)
- **Great Jobs for Art Majors** by Blythe Camenson (Chicago: VGM Career Books, 2003)
- **Great Jobs for Accounting Majors** by Jan Goldberg (New York: McGraw-Hill Professional, 2005)
- **Great Jobs for Anthropology Majors** by Blythe Camenson (New York: VGM Career Books, 2005)
- **Great Jobs for Biology Majors** by Blythe Camenson (Lincolnwood, IL:VGM Career Horizons, 1999)
- **Great Jobs for Business Majors** by Stephen Lambert (Chicago: VGM Career Books, 2003)
- **Great Jobs for Chemistry Majors** by Mark Rowh (Lincolnwood, IL:VGM Career Horizons, 1999)
- **Great Jobs for Computer Science Majors** by Jan Goldberg (Chicago: VGM Career Books, 2003)
- **Great Jobs for Criminal Justice Majors** by Stephen Lambert (Chicago: VGM Career Books, 2001)
- **Great Jobs for Economics Majors** by Blythe Camenson (Lincolnwood, IL:VGM Career Horizons, 2000)
- **Great Jobs for English Majors** by Julie DeGalan (Lincolnwood, IL:VGM Career Horizons, 2000)
- **Great Jobs for Environmental Studies Majors** by Julie DeGalan (Chicago: VGM Career Books, 2002)
- **Great Jobs for Foreign Language Majors** by Blythe Camenson (Lincolnwood, IL:VGM Career Horizons, 1994)
- **Great Jobs for Geology Majors** by Blythe Camenson (Lincolnwood, IL:VGM Career Horizons, 2000)
- **Great Jobs for History Majors** by Julie DeGalan (Chicago:VGM Career Horizons, 2001)
- **Great Jobs for Liberal Arts Majors** by Blythe Camenson (Lincolnwood, IL:VGM Career Horizons, 2002)
- **Great Jobs for Music Majors** by Jan Goldberg (Chicago McGraw-Hill Professional, 2005)
- **How to Get the Teaching Job You Want: The Complete Guide for College Graduates, Returning Teachers, and Career Changers** by Robert Feirsen, Robert and Seth Weitzman (Sterling, Va Stylus Publishing, 2000)
- **Inside Secrets of Finding a Teaching Job: The Most Effective Search Methods for Both New and Experienced Educators** by Jack Warner, Clyde Bryan and Diane Warner (Indianapolis, IN Jist Publishing, 2003)

### ONLINE JOB SEARCH

- **100 Top Internet Job Sites: Get Wired, Get Hired in Today's New Job Market** *Career Savvy Series* by Kristina Ackley (Manassas Park, Va. Impact s, 2000)
- **Best Career and Education Web Sites: A Quick Guide to Online Job Search** by Rachel Singer Gordon and Anne Wolfinger (Indianapolis, IN Jist Publishing, 2004)
- **Sams Teach Yourself E-Job Hunting Today: Planning Your Career and Searching for Jobs Online** by Eric Schlesinger and Susan Musich (Indianapolis, Ind. Sams Publishing, 2000)
- **The Complete Idiot's Guide to Finding Your Dream Job Online** by Julia A. Cardis, Julia (Indianapolis, Ind. Que, 2000)

### EMPLOYER GUIDES

- **Career Information and Resources for the United States of America** (Going Global, Inc., 2004)
- **Opportunities in Fund-raising Careers** by Mark Rowh (Lincolnwood, IL: NTC Contemporary, 2001)
- **Plunkett's Companion to The Almanac of American Employers: Mid-size Firms, 2002-2003: the Only Guide to America's Hottest, Fastest-growing Mid-sized Employers** by Jack W. Plunkett (Houston, Tex. Plunkett Research, Ltd., 2001)
- **Plunkett's Employers' Internet Sites With Careers Information, 2002-2003 : The Only Guide to America's Hottest Corporate Internet Sites for Job Seekers** by Jack W. Plunkett (Houston, Tex. Plunkett Research, Ltd., 2002)
- **The Harvard Business School Guide to Careers in the Nonprofit Sector** by Stephanie Lowell (Boston Harvard Business School Press, 2000)
- **Where the Jobs Are: The Hottest Careers for the 21st Century** by Joyce Hadley Copeland (Franklin Lakes, NJ The Career Press, 2000)

### INTERNATIONAL JOB SEARCH

- **Career Information and Resources for Australia** (Going Global, Inc., 2006)
- **Career Information and Resources for Austria** (Going Global, Inc., 2006)
- **Career Information and Resources for Belgium** (Going Global, Inc., 2006)
- **Career Information and Resources for Brazil** (Going Global, Inc., 2006)
- **Career Information and Resources for Canada** (Going Global, Inc., 2006)
- **Career Information and Resources for China** (Going Global, Inc., 2006)
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- **Career Information and Resources for France** (Going Global, Inc., 2006)
- **Career Information and Resources for Germany** (Going Global, Inc., 2006)
- **Career Information and Resources for Hong Kong** (Going Global, Inc., 2006)
- **Career Information and Resources for Italy** (Going Global, Inc., 2006)
- **Career Information and Resources for Japan** (Going Global, Inc., 2006)
- **Career Information and Resources for Netherlands** (Going Global, Inc., 2006)
- **Career Information and Resources for Norway** (Going Global, Inc., 2006)
- **Career Information and Resources for Singapore** (Going Global, Inc., 2006)
- **Career Information and Resources for South Africa** (Going Global, Inc., 2006)
- **Career Information and Resources for South Korea** (Going Global, Inc., 2006)
- **Career Information and Resources for Spain** (Going Global, Inc., 2006)
- **Career Information and Resources for Sweden** (Going Global, Inc., 2006)
- **Career Information and Resources for Switzerland** (Going Global, Inc., 2006)
- **Career Information and Resources for United Kingdom** (Going Global, Inc., 2006)
- **Getting a Job in Europe: How to Find Short or Long Term Employment Throughout Europe** by Mark Hempshell (Oxford, U.K. How to Books, Ltd., 1999)