

Career Services Library - New Publications 2008

Title/Description	Year	ID
"You're Fired!" <i>The Ten Quickest Ways to Lose Your Job and How to Avoid Them</i>	2005	632
15 Minute Cover Letter <i>Write an effective cover letter right now</i>	2007	630
Best Resumes & Letters for Ex-Offenders <i>Overcoming barriers to employment series</i>	2006	635
Competency-Based Interviews <i>Master the Tough New Interviews Style and Give Them the Answers That Will Win You the Job</i>	2007	631
Courting your Career <i>Match yourself with the perfect job</i>	2008	640
Cover Letter Magic <i>Trade Secrets of Professional Resume Writers</i>	2007	626
Ditch the Flip-Flops <i>Ace your job interview fresh out of college - It's your toughest test yet.</i>	2007	647
Expert Resumes for Military-to-Civilian Transitions <i>Resumes designed especially for service members leaving the military</i>	2006	639
Gallery of Best Resumes <i>Quality resumes by professional resume writers</i>	2007	628
How to Gain the Professional Edge <i>Achieve the Personal & Professional Image You Want</i>	2005	634
Job Seeker's On-Line Goldmine <i>A Step-by-Step Guidebook to Government and No-Cost Web Tools</i>	2006	636
Military-to-Civilian <i>The essential job search handbook for service members</i>	2005	637
O*NET Career Interests Inventory <i>50 Individualized copies of the interest inventory</i>	2008	642
Occupational Outlook Handbook - U.S. Dept of Labor	2008-2009	644
Perfect Phrases for Cover Letters <i>Hundreds of Ready-to-Use Phrases for Writing Cover Letters that Get Noticed</i>	2007	629

Title/Description	Year	ID
Resume Magic <i>If this book can't put your resume ahead of the pack, no book can</i>	2007	627
Soft Skills in the Workplace <i>DVD - 20 Minutes</i>	2008	638
The Job Hunting Handbook <i>6 ways to get your foot in the door</i>	2007	633
Top 100 Careers without a Four-Year Degree <i>Your complete guidebook to major jobs in many fields</i>	2007	643
Your Career and Life Plan Portfolio <i>What all is needed in my portfolio and the layout</i>	2008	641