



# JOB HUNTING

*Selected books to help  
YOU get hired!*

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## ---Cover Letters and Resumes---

Asher, Donald. *The Overnight Resume*. 3<sup>rd</sup> edition. Ten Speed Press, 2010. **650.14/A825o**

Enelow, Wendy. *Expert Resumes for Career Changers*. 2<sup>nd</sup> edition. JIST Works, 2010. **650.142/E56e**

Enelow, Wendy. *Expert Resumes for Computer and Web Jobs*. 3<sup>rd</sup> edition. JIST Works, 2011. **650.142/E56e**

Enelow, Wendy. *Expert Resumes for Health Care Careers*. 2<sup>nd</sup> edition. JIST Works, 2010. **650.14/E56e**

Farr, J. Michael. *The Quick Resume & Cover Letter Book*. 5<sup>th</sup> edition. JIST Works, 2011. **650.14/F239q**

Jewell, Catherine. *New Resume New Career*. Alpha Books, 2010. **650.142/J59n**

McDowell, Gayle Laakmann. *The Google Resume*. Wiley, 2011. **650.142/M138g**

Salvador, Evelyn. *Step-by-Step Cover Letters*. JIST Works, 2011. **650.142/S182s**

Salvador, Evelyn. *Step-by-Step Resumes*. 2<sup>nd</sup> edition. JIST Works, 2011. **650.14/S182s**

Sarmiento, Kimberly. *The Complete Guide to Writing Effective Resume Cover Letters*. Atlantic Pub. Group, 2009. **650.142/S246c**

Schuman, Nancy. *The Resume and Cover Letter Phrase Book*. Adams Media, 2011. **650.142/S392r**

Williamson, Melanie. *How to Write the Perfect Federal Job Resume & Resume Cover Letter*. Atlantic Pub. Group, 2011. **650.142/W731h**

## ---Networking---

Crompton, Diane. *Find a Job through Social Networking*. 2<sup>nd</sup> edition. JIST Works, 2011. **650.14/C945f**

Darling, Diane. *The Networking Survival Guide*. 2<sup>nd</sup> edition. McGraw-Hill, 2010. **650.13/D221n**

Kramer, Eric. *101 Successful Networking Strategies*. Course Technology, 2012. **650.13/K89o**

Rosen, Lucy. *Fast Track Networking*. Career Press, 2010. **650.13/R813f**

Sweeney, Joe. *Networking is a Contact Sport*. BenBella Books, 2010. **650.13/S974n**

## ---Interviewing---

Davis, Brian. *Top Notch Interviews*. Career Press, 2010. **650.144/D261t**

DeLuca, Matthew. *Best Answers to the 201 Most Frequently Asked Interview Questions*. McGraw-Hill, 2010. **650.144/D366b**

Fry, Ronald. *Ask the Right Questions, Hire the Best People*. 3<sup>rd</sup> edition. Career Press, 2010. **658.3112/F947a**

Kador, John. *301 Best Questions to Ask on Your Interview*. 2<sup>nd</sup> edition. McGraw-Hill, 2010. **650.144/K11t**

Kramer, Eric. *101 Successful Interviewing Strategies*. Course Technology, 2010. **331.128/K89o**

Vega, Lizandra. *The Image of Success: Make a Great Impression and Land the Job You Want*. AMACOM, 2010. **650.14/V422i**

Williams, Pat. *Nail It!: 10 Secrets for Winning the Job Interview*. Advantage, 2010. **650.144/W726n**

## ---Unemployment---

Baur, Jean. *Eliminated! Now What?* JIST Works, 2011. **650.14/B344e**

Epstein, Lita. *Surviving a Layoff*. Adams Media, 2009. **658.3134/E64s**

Johnson, Tory. *Fired to Hired*. Berkley Books, 2009. **650.14/ J69f**

Twerski, Abraham. *Without a Job, Who am I?*  
Hazelden, 2009. 155.93/T971w

Wolfelt, Alan. *Healing after Job Loss*. Companion  
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**---Job Searching and Career Development---**

Asher, Donald. *Cracking the Hidden Job Market*.  
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Cenedella, Marc. *You're Better than Your Job  
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Cohen, Jeff. *The Complete Idiot's Guide to  
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DiMenichi, Sharlee. *The Complete Guide to  
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Dodd, Laura. *Dig This Gig: Find Your Dream  
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650.14/D639d

*EZ Occupational Outlook Handbook*. 2<sup>nd</sup> edition.  
JIST Pub., 2011. 331.7/E99e

*Fearless Job Hunting*. New Harbinger  
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Fontana, P. K. *What To Do When You are Fired or  
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Greene, Brenda. *The Web 2.0 Job Finder*. Career  
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Mitchell, Pamela. *The 10 Laws of Career  
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Wischnitzer, Saul. *Top 100 Health-Care Careers*.  
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