

# Career Services Books -- *In the Library:* Resumes / Interviewing / Portfolios 10/31/13

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## CAREER DEVELOPMENT

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- 650.1 ADK Jump-start your merchandising career : now you can walk the walk, talk the talk too!
- 650.1 BLA Taking control of your life : the secrets of successful enterprising women
- 650.1 BLO How to make the right career moves
- 650.1 BRE Career development : taking charge of your career
- 650.1 CAM Jobscape : career survival in the new global economy
- 650.1 CAR Majoring in the rest of your life : college and career secrets for students
- 650.1 CIA Winning moves : how to come out ahead in a corporate shakeup
- 650.1 DEM 101 ways to protect your job : . . . handle your most valuable single asset, your job : advice from experts
- 650.1 DOR Graduate to your perfect job in six easy steps
- 650.1 DUB Human relations for career and personal success : concepts, applications, and skills
- 650.1 FIS The savvy designer's guide to success : ideas and tactics for a killer career
- 650.1 HES Career success, right here, right now!
- 650.1 LAW KISS : guide to managing your career
- 650.1 MOR Kiplinger's take charge of your career
- 650.1 MOS What next?
- 650.1 SMI Each of us : how every woman can earn more money in corporate America

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## PLANNING & ORGANIZATION

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- 650.11 BAR Understanding human relations : a practical guide to people at work
- 650.11 GOO Strategies for success : work/life planning
- 650.11 JOH Getting the job done : a guide to better communication for office staff
- 650.11 KAM Trigger points : how to make decisions three times faster, innovate smarter, and beat your competition . . . .
- 650.11 KEI The creative mystique : how to manage it, nurture it, and make it pay
- 650.11 KEL How to make your life easier at work
- 650.11 KIN c.1 The first five minutes : the successful opening moves in business, sales & interviews
- 650.11 LAR Janice LaRouche's Strategies for women at work
- 650.11 LEV The ninety-minute hour
- 650.11 MAC The time trap
- 650.11 SEI Time is money : save it
- 650.11 TRU Phone tactics for instant influence
- 650.11 VEN The power of positive thinking in business : ten traits for maximum results

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## SELF BRANDING / PROMOTION / MARKETING

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- 650.12 ANC Self-promotion for introverts : the quiet guide to getting ahead
- 650.12 DEC Branding yourself : how to use social media to invent or reinvent yourself
- 650.12 DOM How to shine at work
- 650.12 KLA Brag! : the art of tooting your own horn without blowing it
- 650.12 LEE Marketing yourself : the ultimate job seeker's guide
- 650.12 MIL 101 ways to successfully market yourself
- 650.12 PIN 101 ways to promote yourself
- 650.12 RIC Timesource
- 650.12 SOL Brand you : marketing real people, real choices

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## SUCCESS IN THE WORKPLACE

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- 650.13 AND Professionalism : skills for workplace success
- 650.13 BAG The complete book of business success
- 650.13 BYH Zapp! : the lightning of empowerment : how to improve productivity, quality, and employee satisfaction
- 650.13 CRA From Confucius to Oz : the way to success in business & life
- 650.13 DUB Human relations for career and personal success : concepts, application, and skills
- 650.13 ELS The four-minute sell
- 650.13 GEO The intuitive businesswoman : achieve success through the power of your personality
- 650.13 HOL The new professional : everything you need to know for a great first year on the job
- 650.13 JOH The corporate dream : making it big in business
- 650.13 KUS The light touch : how to use humor for business success
- 650.13 LAR Conduct expected : the unwritten rules for a successful business career
- 650.13 MAC What Mona Lisa knew : a woman's guide to getting ahead in business by lightening up . . .
- 650.13 MAC Swim with the sharks without being eaten alive: outsell / manage / motivate / negotiate competition
- 650.13 MCC What they still don't teach you at Harvard Business School
- 650.13 PER In the zone : achieving optimal performance in business-- as in sports
- 650.13 POP Clicking : 17 trends that drive your business--and your life
- 650.13 PRI You2 : a high-velocity formula for multiplying your personal effectiveness in quantum leaps
- 650.13 ROS The international businesswoman of the 1990s : a guide to success in the global marketplace
- 650.13 SAL Social networking for career success : using online tools to create a personal brand
- 650.13 SWE Networking is a contact sport : . . . grow your business, expand your influence or even land your next job
- 650.13 TOL A woman's guide to business and social success
- 650.13 TRU Think big and kick ass in business and life
- 650.13 TRU Trump 101 : the way to success
- 650.13 TRU Trump : think like a billionaire : everything you need to know about success, real estate, and life
- 650.13 TRU The way to the top : the best business advice I ever received
- 650.13 TRU Think big and kick ass in business and life

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## JOB SEARCH

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- 650.14 BAR When reality hits : what employers want recent college graduates to know
- 650.14 BER All work, no pay : finding an internship, building your resume, making connections, and gaining job experience
- 650.14 BIG The big book of jobs
- 650.14 BOL The new quick job-hunting map
- 650.14 CAM The job hunter's final exam : with all the answers!
- 650.14 CAR Majoring in the rest of your life : career secrets for college students
- 650.14 CAS Foreign jobs : the most popular countries
- 650.14 CHU Thank God it's Monday : the guide to a happier job
- 650.14 FAU Entering the job market : a college graduate's guide to job hunting
- 650.14 FEI 95 mistakes job seekers make --and how to avoid them
- 650.14 GAT 21 steps to a better job
- 650.14 GRA Unwritten rules for your career : the 15 secrets for fast-track success
- 650.14 HOL Before you say "I quit" : a guide to making successful job transitions
- 650.14 HOL Beyond the résumé : how to land the job you want
- 650.14 LAT Who's hiring who : how to find that job fast
- 650.14 LEV Guerrilla marketing for job hunters 3.0 : how to stand out from the crowd and tap into the hidden job market
- 650.14 LOM The job belt : the fifty best places in America for high-quality employment--today and in the future
- 650.14 SHA What does somebody have to do to get a job around here! : 44 insider secrets and tips that will get you hired
- 650.14 SMY Is it too late to run away and join the circus? : finding the life you really want
- 650.14 STA Returning to work : a planning book for women

650.14 SWE	The job hunter's manual
650.14 TOF	From master student to master employee
650.14 WRI	Hardball job hunting tactics
650.14 YAT	Knock 'em dead : the ultimate job search guide, 2012
650.1402 SCH	How to find a job on LinkedIn, Facebook, MySpace, Twitter and other social networks
650.141 BEN	The elements of resume style : essential rules and eye-opening advice for writing resumes and cover letters

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### RESUMES

650.141 BLO	202 great resumes
650.141 BRO	Resume writing made easy
650.141 COR	Your resume : key to a better job
650.141 EIS	Résumés, cover letters, networking, and interviewing
650.141 ENE	Expert resumes for career changers
650.141 ENE	Expert resumes for computer and web jobs
650.141 ENE	Best resumes for people without a four-year degree
650.141 FAU	The complete resume guide
650.141 FRY	101 great resumes
650.141 KAR	How to say it on your resume : a top recruiting director's guide to writing the perfect resume for every job
650.141 KIN	The smart woman's guide to resumes and job hunting
650.141 KUR	Best resumes for college students and new grads
650.141 KUR	30-minute resume makeover : rev up your resume in half an hour
650.141 PAR	The damn good resume guide : a crash course in resume writing
650.141 REA	Real-resumes for retailing, modeling, fashion & beauty jobs : including real resumes . . . .
650.141 RES	Résumé guide
650.141 RIC	Great resume : get noticed, get hired
650.141 ROS	The resume handbook : how to write outstanding resumes & cover letters for every situation
650.141 SAL	Step-by-step resumes : build an outstanding resume in 10 easy steps!
650.141 SCH	The complete book of resumes : simple steps for writing a powerful resumes
650.141 SCH	The resume and cover letter phrase book : what to write to get the job . . . + phrases you should never use!
650.141 TEP	Power resumes
650.141 WAL	The only resume and cover letter book you'll ever need
650.141 WEN	Packaging yourself : the targeted resume
650.141 WHI	Resume magic : trade secrets of a professional resume writer
650.141 WHI	eResumes : everything you need to know about using electronic resumes to tap into today's job market
650.141 YAT	Resumes that knock 'em dead

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### COVER LETTERS

650.142 ADA	Adams cover letter almanac
650.142 BEA	The perfect cover letter
650.142 BEA	175 high-impact cover letters
650.142 BET	The complete book of perfect phrases for job seekers
650.142 BET	Perfect phrases for resumes
650.142 ENE	Cover letter magic : trade secrets of professional resume writers
650.142 ENE	No-nonsense cover letters : . . . creating attention-grabbing cover letters that get interviews & job offers
650.142 FAR	15-minute cover letter : write an effective cover letter right now
650.142 FRA	200 letters for job hunters
650.142 NOB	Gallery of best cover letters : a collection of quality cover letters by professional resume writers
650.142 SAL	Step-by-step cover letters : build an [i.e. a] cover letter in 10 easy steps using personal branding
650.142 YAT	Cover letters that knock 'em dead
650.144 ADA	The everything job interview book : answer the toughest job interview questions with confidence

## INTERVIEWING

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650.144 ALL	How to turn an interview into a job
650.144 BAI	The essential phone interview handbook
650.144 BES	Acing the interview : how to ask and answer the questions that will get you the job
650.144 CRI	Interview answers in a flash
650.144 EYR	Great interview : successful strategies for getting hired
650.144 FAR	Next-day job interview : prepare tonight and get the job tomorrow
650.144 FRY	101 smart questions to ask on your interview
650.144 GOT	The interview rehearsal book : 7 steps to job-winning interviews using acting skills you never knew you had
650.144 KAD	301 best questions to ask on your interview
650.144 KES	Competency-based interviews
650.144 KRA	101 successful interviewing strategies
650.144 KRA	Active interviewing : branding, selling, and presenting yourself to win your next job
650.144 KRA	Job interview tips for people with not-so-hot backgrounds : how to put red flags behind you to win the job
650.144 MAR	Perfect phrases for the perfect interview
650.144 MCD	Interview excellence : 12 step program to job interview success
650.144 MCK	The everything practice interview book : be prepared for any question
650.144 MCK	The everything practice interview book : make the best impression-- and get the job you want!
650.144 OLI	301 smart answers to tough interview questions
650.144 POR	101 toughest interview questions : --and answers that win the job!
650.144 POW	Winning job interviews : reduce interview anxiety, outprepare the other candidates, land the job you love
650.144 REE	Can I wear my nose ring to the interview? : the crash course : finding, landing, and keeping your first real job
650.144 RYA	60 seconds & you're hired!
650.144 RYC	How to pass the employment interview (with flying colors)
650.144 WAS	Interview power : selling yourself face to face

## PORTFOLIO

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006.686 GRA	Graphic design portfolio-builder : Adobe Photoshop and Adobe Illustrator projects
332.6 CRA	New perspectives : portfolio projects for business communication
371.144 CAM	How to develop a professional portfolio : a manual for teachers
647.94 ORO	Beginning your career search: A hands-on approach to building your career portfolio
647.94 WIL	Creating your career portfolio : at-a-glance guide for students
706.8 HUN	Marketing your creative portfolio : making the leap from creating a portfolio to getting a job as a profess
712.6 GRE	Glorious gardens : a portfolio of ideas for planting & design
720.23 LIN	Portfolio design
729 MIT	Portfolios for interior designers : a guide to portfolios, creative resumes, and the job search
741.6 BEN	Self-promotion online : marketing your creative services using web sites, e-mail, and digital portfolios
741.6068 CAL	Winning portfolios for graphic designers : create your own graphic design portfolio online and in print
741.6068 CLA	Creating your digital portfolio : the essential guide to showcasing your design work online
741.6068 THU	Creating the breakthrough portfolio : strategies for managing a successful career
741.60688 BEN	Design portfolios : moving from traditional to digital
741.60688 EIS	Building design portfolios : innovative concepts for presenting your work
746.9 AR	Designing your fashion portfolio : from concept to presentation
746.9 BUB	Developing and branding the fashion merchandising portfolio
746.9 FAE	Design your fashion portfolio
746.9 TAI	Portfolio presentation for fashion designers

# Ebrary eBooks: use Ctrl = click to follow link

	<a href="#">101 Great Answers to the Toughest Interview Questions (6th Edition)</a>		<a href="#">Unbeatable Résumés : America's Top Recruiter Reveals What REALLY Gets You Hired</a>
	<a href="#">101 Smart Questions to Ask on Your Interview (3rd Edition)</a>		<a href="#">Fearless Job Hunting : Powerful Psychological Strategies for Getting the Job You Want</a>
	<a href="#">96 Great Interview Questions to Ask Before You Hire (2nd Edition)</a>		<a href="#">Interview Power : Selling Yourself Face to Face</a>
	<a href="#">Career Match : Connecting Who You Are with What You'll Love to Do</a>		<a href="#">Ultimate Interview : 100s of Great Interview Answers Tailored to Specific Jobs (3rd Edition)</a>
	<a href="#">Resume Buzz Words : Get Your Resume to the Top of the Pile!</a>		<a href="#">Get That Job : Interviews</a>
	<a href="#">Effective Interviewing : A Handbook of Skills and Techniques</a>		<a href="#">Everything Job Interview Book : All you Need to Stand out in Today's Competitive Job Market (3rd Edition)</a>
	<a href="#">Job Search Solution : The Ultimate System for Finding a Great Job Now!</a>		<a href="#">Sell Yourself! Branding, Selling, and Presenting Yourself to Win Your Next Job</a>
	<a href="#">Should I Tell the Truth? : And 99 other questions about interviews and Job-hunting</a>		<a href="#">Readymade CVs : Winning CVs and Cover Letters for Every Type of job (5th Edition)</a>
	<a href="#">Acing the Interview : How to Ask and Answer the Questions That Will Get You the Job</a>		<a href="#">Careers in Sales</a>
			<a href="#">201 Knockout Answers to Tough Interview Questions</a>
	<a href="#">High-Impact Interview Questions : 701 Behavior-Based Questions to Find the Right Person for Every Job</a>		<a href="#">101 Great Resumes (3rd Edition)</a>
			<a href="#">Successful Interviewing</a>
	<a href="#">Ramen Noodles, Rent and Resumes : An After-College Guide to Life</a>		<a href="#">Careers in Retail</a>
			<a href="#">Adams Resume Almanac (2nd Edition)</a>
	<a href="#">Resume Handbook : How to Write Outstanding Resumes and Cover Letters for Every Situation</a>		<a href="#">Ace Your Interview!</a>
	<a href="#">Everything Resume Book : Create a Winning Resume that Stands out from the Crowd (3rd Edition)</a>		<a href="#">Getting Your Ideal Internship</a>
	<a href="#">101 Great Answers to the Toughest Interview Questions (4th Edition)</a>		<a href="#">Killer Cover Letters and Resumes!</a>
	<a href="#">Everything Get-A-Job Book : The Tools and Strategies You Need to Land the Job of Your Dreams (2nd Edition)</a>		<a href="#">Interview Skills</a>