

# Effective Job Hunting Skills



## Writing an Effective Resume and Cover Letter

- Cover letters that knock 'em dead** / Martin Yate, c2001 650.14 YAT
- The resume kit** / Richard H. Beatty, c2000. 650.14 BEA
- Resume writing made easy: a practical guide to resume preparation and job search** / Lola M. Coxford, c1998 650.14 COX
- The everything resume book: great resumes for everybody from student to executive** / by Steven Graber; compiled by Mark Lipsman, c2000 650.14 GRA
- McGraw-Hill's big red book of resumes** / compiled by Luisa Gerasimo, c2002 650.14 MACG
- Gallery of best résumés** / David F. Noble Indianapolis, c2004 650.14 NOB
- Last minute cover letters** / by Brandon Toropov, c1998 650.14 TOR
- eResumes: everything you need to know about using electronic resumes to tap into today's job market** / Susan Britton Whitcomb and Pat Kendall, c2002 650.14 WHI
- 202 great resumes** / by Jay A. Block and Michael Betrus, c2004 650.142 BLO
- How to write better resumes** / Gene Corwin, Gary Joseph Grappo and Adele Lewis, c2004 650.142 COR
- How to write better resumes and cover letters** / by Pat Criscito, c2003 650.142 CRI
- Cover letter magic** / Wendy S. Enelow and Louise M. Kursmark, c2004 650.142 ENE
- JobWeb Resumes & Interviews** – samples, action words and advice on completing your resume and on interviewing  
[http://www.jobweb.com/Resumes\\_Interviews/default.htm](http://www.jobweb.com/Resumes_Interviews/default.htm)
- Locating Opportunities** – Don't forget your local newspaper's classifieds ads when looking for a job.
- Job finder's guide** / Les Krantz, c1999 650.14 JOB
- How to get a job and keep it: career and life skills you need to succeed** / Sue Morem, c2002 650.14 MOR
- Nail the job: every tool you'll need to land your dream job** / editors of MBA jungle and JD jungle magazines, c2002 650.14 NAI
- The everything online job search book** / Steven Graber; [illustrations by Barry Littmann, c2000 650.140285 GRA
- About.com Job Searching** – The starting place for a job search including job listings for full-time and part-time jobs, job search site information, job search advice, resume and curriculum vitae writing, cover

letters, interviewing, salary information, unemployment, references and other career and job search resources. <http://jobsearch.about.com/>

**Monster Jobs** – Get work. Network. Build a better career. Welcome to Monster, the biggest and most comprehensive internet job search engine on the web. Find a job that will make you happy with our extensive job/career search database. <http://www.monster.com>

**CareerBuilder.com** – 900,000 Jobs, The Internet's Largest Job Search & Employment Site; Find more jobs, more easily at CareerBuilder.com, the Internet's largest job search & employment site. Search in complete confidentiality and let a Personal Search Agent find jobs for you. <http://www.careerbuilder.com>

**HotJobs** – Thousands of jobs. Find the right one. Find your dream job! Search for jobs, post your resume, compare salaries and find career advice and research. Thousands of new jobs listed daily. <http://www.hotjobs.com>

**Vault.com** – Researching companies and careers. Access premium career research about top recruiters and employers, company and employee message boards, and exclusive job seeker services. <http://www.vault.com>

## Effective Interview Methods

**The Adams job interview almanac.** Adams Media Corp., 1996 650.14 ADA

**Ask the headhunter: reinventing the interview to win the job** / Nicholas A. Corcodilos, c1997  
650.14 COR

**111 dynamite ways to ace your job interview** / Richard Fein, c1997 650.14 FEI

**The essential book of interviewing: everything you need to know from both sides of the table** / Arnold B. Kanter New York: Times Books, c1995 650.14 KAN

**Knock 'em dead 2004** / by Martin Yate, c2004. 650.14 YAT

**Boost your interview IQ** / Carole Martin, c2004. 650.144 MAR

**Monster.com Interview Center** – provides tips on handling tough interview questions, illegal interview questions, bringing up weaknesses, and dressing for an interview. <http://interview.monster.com/archives/tips/>

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