



Chandler-Gilbert Community College
Library

Resume & Job Hunting



Resumes and Cover Letters. . . .

- Adams Resume Almanac** Ref HF 5383 .A27 1994
Attention-getting cover letters and over 600 resumes for all careers.
- Damn Good Resume Guide** Ref HF 5383 .P35 1996
A “crash course” in resume writing.
- Dynamite Cover Letters** Ref HF 5382.7 .K693 1997
What to include in, how to design, and how to distribute your cover letter are discussed in this book. Many sample cover letters are included.
- Dynamic Cover Letters for New Graduates** Ref HF 5383 .H278 1998
Discusses three types of cover letters, three common mistakes and how to avoid them, and sample letters.
- Electronic Resumes and Online Networking** Ref HF 5383 .S634 1999
- High Impact Resumes & Letters** Ref HF 5383 .K7 1992
A thorough book which takes the reader from “Put impact into your Communications” through “Implement and Follow-up With Impact.” Appendices include: Resume transformations, Resume Styles, and Effective Job Search Letters.
- How to Write Better Resumes** Ref HF 5383 .L48 1993
The book discusses different types of resumes, what to include in your resume and how to organize the information. It also discusses cover letters, job interview techniques, and where to find job opportunities.
- Just Resumes: 200 Powerful And Proven Successful Resumes To Get That Job** Ref HF 5383 .M285 1991
Includes resumes for the college students and recent graduates.
- Resume Catalog: 200 Damn Good Examples** Ref HF 5383 .P354 1996
Title tells it all.
- Resumes That Get Jobs** Ref HF 5383 .G725 1990
Topics include what to put on your resume, answering classified ads, general cover letters, interview strategy, and sample resumes. There is also a section dealing with the occupational outlook 2000, which includes the fastest growing occupations.
- Writing a Job-Winning Resume** Ref HF 5383 .M23
An excellent step-by-step procedure for writing a resume which shows a strong, positive self-image. It is complete with action letters and 20 examples of resumes.
- Wow! Resumes for High Tech Jobs** Ref HF 5383 .H253 1999

Bibliography

Job Hunting. . . .

- America's Top White-Collar Jobs** Ref HF 5382.75 .U6 .A5 2001
Detailed information on 110 major office, management, sales, and professional jobs.
- Best Jobs for the 21st Century** Ref HF 5381.15 .F37 2001
- Best Jobs for the 21st Century for College Graduates** Ref HF 5381 .F4563 2000
- Job Seekers Guide to Socially Responsible Companies** Ref 5382.75 .U6 J36 1995
Match your career and company to your social conscience.
- Phoenix Job Bank** Ref HF 5382.5 .U6 A655
- Occupational Outlook Handbook** Ref HF 5382 .U5 .O24
Topics include: the nature of the work, working conditions, suggestions for finding employment, job outlook and earnings, related occupations, and sources of information.
- Top 100: The Fastest Growing Careers for the 21st Century** Ref HF 5382 .T59 1998
- What Color Is Your Parachute? A Practical Manual for Job-Hunters & Career-Changers** Ref HF 5383 .B56
The best book available on total self-evaluation and job hunting. The resumes section is excellent.

Websites. . . .

- Don Bolles - What Color is Your Parachute** <http://www.jobhuntersbible.com>
The author of this classic career planner has assembled a one-stop link to over 100 Internet sites including job listings, resume guides, career counselors, contacts, and research.
- JobHunt: A Meta-list of Online Job Search Resources** <http://www.job-hunt.org>
A large index of online job-hunting resources, well-organized and with evaluations of each sites' usefulness to the job-hunter.
- Monster.com** <http://www.monster.com>
Search the job bank of over 1 million jobs, post a resume, or browse over 3,000 pages of salary and industry data. Includes a resume help center with sample resumes and resume writing advice.
- Occupational Outlook Handbook** <http://www.bls.gov/oco>
Online version of the printed handbook from the U.S. Bureau of Labor Statistics.
- Riley Guide** <http://www.rileyguide.com>
Index of the job-hunting resources on the Internet including a summary of resume databases and job-search guides.