

Mohawk Valley Library System

Job Seeking Resources

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Compiled by Kim Graff

Type	Audience	Author	Title	Pub-date	ISBN	Publisher
Cover Letter		Yate, Martin John	Knock'em Dead Cover Letters: Great letter techniques and samples for every step of your search	2008	9781598696738	Adams Media
Exploration		Benson, Jenan	What To Do When You Are Fired or Laid Off: a complete guide to the benefits and legal rights you need to know to get back on your feet	8/30/2009	9781601382870	Atlantic Publishing
Exploration		Bolles, Richard Nelson	What Color is Your Parachute? 2009: A practical manual for job-hunters and career-changers.	2008	9781580089302	Ten Speed Press
Exploration		Booker, Richard; Boysen, Earl	Nanotechnology for Dummies	2005	9780764583681	Wiley
Exploration	Green	Croston, Glen	75 Green Businesses you can Start to Make Money and Make a Difference	2008	9781599181806	Entrepreneur Press
Exploration		Farr, J. Michael; Shatkin, Laurence	50 Best Jobs for your Personality	2009	9781593576578	JIST
Exploration		Farr, J. Michael; Shatkin, Laurence	Best Jobs for the 21st Century	2009	9781593575366	JIST
Exploration		Farr, J. Michael; Shatkin, Laurence	300 Best Jobs Without a Four-Year Degree	2009	9781593576585	JIST
Exploration		Gail, Geary	Your Next Career: Do what you've always wanted to do	8/2/2009	9781593576714	JIST
Exploration		Gregory, Michael	The Career Chronicles: An Insiders Guide to What Jobs Are Really Like: The good, the bad & ugly from over 750 professionals	2008	9781577315735	New World Library

Exploration		Johnson, Spencer	Who Moved My Cheese?: An amazing way to deal with change in your work and in your life	1998	9780399144462; Spanish 2002 - 9788495787095; 10/09--978- 0743597821	Putnam
Exploration	Green	Llewellyn, A. Bronwyn	Green Jobs: A guide to eco-friendly employment	2008	9781598698725	Adams media
Exploration	Green	McKay, Kim; Bonnin, Jenny; Wallace, Tim	True Green @ Work: 100 ways you can make the environment your business	2008	9781426202636	Random House
Exploration	Green	Parks, Barbara; Helmer, Jodi	The Complete Idiot's Guide to Green Careers	2009	9781592578924	Alpha Books
Exploration	Green	Peterson's	Green Jobs for a New Economy: The college and career guide to emerging opportunities	1/12/2010	9780768928150	Peterson's
Exploration		Piotrowski, Katy	The Career Cowards Guide to Career Advancement: Sensible strategies for overcoming career fears	2009	9781593573935	JIST
Exploration		Roseboro, Lee	Laid off- Now What: Career guide for challenging times	2009	9781441472595	Create Space
Exploration		Shatkin, Laurence	Great Jobs in the President's Stimulus Plan	2009	9781593577285	JIST
Exploration		Shatkin, Laurence	150 Best Recession Proof Jobs	2009	9781593576233	JIST
Interview		Beshara, Tony	Acing the Interview: How to ask and answer the questions that will get you the job	2008	9780814401613; 9780814409527 9781596392148	Anacom NetLibrary Hatchette Audio
Interview	Reentry	Cambridge Educational (Firm)	The Job Interview	2008	DVD	Cambridge educational
Interview		Farr, J. Michael; Gaither, Richard	Next-day Job Interview: Prepare tonight and get the job tomorrow	2008	9781593576042	JIST

Interview		Fry, Ronald W.	101 Great Answers to the Toughest Interview Questions	2007	9781598638530	Course Technology
Interview		Gibbs, Charile	How to answer hard interview questions; and everything else you need to know to get the job you want	2008	9781848032453	NetLibrary
interview		Greene, Brenda	Get the Interview Every Time: Proven strategies from Fortune 500 professionals	2008	9781427797148	Kaplan Pub
Interview		Kennedy, Joyce Lain	Job Interviews for Dummies	2008	9780470177488	Wiley
Interview		Moreira, Paula	Ace the IT interview: the best interviewing strategies for IT professionals	2008	9780071495783	McGraw-Hill
Interview		Oliver, Vicky	301 Smart Answers to Tough Interview Questions	2005	9781402203855	Sourcebooks
Interview		Ryan, Robin	60 seconds & you're hired!	2008	9780143112907	Penguin Books
Interview		Whitcomb, Susan Britton	Interview Magic: Job interview secrets from America's career and life coach	2008	9781593575724	JIST
Networking		Alba, Jason	I'm on Linked In, Now What?? A guide to getting the most out of Linked In	2009	9781600051364	Happy About info
Networking		Pierson, Orville	Highly Effective Networking: Meet the right people and get a great job.	2009	9781601630506	Career Press
Resumes		Criscito, Pat	How to Write Better Resumes and Cover Letters	2008	9780764139178	Barron's educational series
Resumes	Military	Enelow, Wendy S.; Kursmark, Louise	Expert Resumes for Military to Civilian Transitions	12/1/2009	9781593577322	JIST
Resumes	Reentry	Enelow, Wendy S.; Krannich, Ronald L.	Best Resumes and Letters for Ex-Offenders	2006	9781570232510	Impact Publications

Resumes	Reentry	Furris, Nicholas J.; Lamb, Kim. Bowen, Janie; Hackney, Gary; Tice, Jeff	Starting Fresh Resumes and Cover Letters with a Troubled Background	2007	DVD	Linx Educational
Resumes		Karsh, Brad; Pike, Courtney	How to Say It on Your Resume: A top recruiting directors guide to writing the perfect resume for the every day job	2009	9780735204348	Prentice Hall Press
Resumes		Kennedy, Joyce Lain	Resumes for Dummies	2008	9780470080375; 9780470130513	Wiley NetLibrary
Resumes		Kursmark, Louise	30-Minute Resume Makeover: Rev up your resume in half an hour	2008	9781593575700	JIST
Resumes		McGraw-Hill Companies	Resumes for Re-Entering the Job Market	2008	9780071493215	McGraw-Hill
Resumes	military	McGraw-Hill Companies	Resumes for Former Military Personnel	2009	9780071458818	McGraw-Hill
Resumes		Rosenberg, Arthur D.	The Resume Handbook	2007	9781598694598	Adams Media
Resumes	military	Savino, Carl S.; Krannich, Ronald, L.	Military-to-Civilian Resumes and Letters	2007	9781570232671	Impact Publications
Resumes		Troutman, Kathryn K.	Ten Steps to a Federal Job: How to land a job in the Obama Administration	2009	9780964702592	JIST
Resumes		Walsh, Richard	The Only Resume and Cover Letter Book You'll Ever Need	2008	9781598690514	Adams Media
Resumes		Whitcomb, Susan Britton	Resume Magic: Trade secrets of a professional resume writer	1/1/2010	9781593577339	JIST
Resumes		Yate, Martin John	Knock'em Dead Resumes: Smart advice to make your online and paper resumes more productive	2008	9781598696745	Adams Media
Searching		Bolles, Mark Emery; Bolles, Richard Nelson	Job-Hunting Online: A guide to using job listings, message boards, research sites, the UnderWeb, counseling, networking self assessment tools, niche sites	2008	9781580088992	Ten Speed Press

Searching		Dikel, Margaret Riley; Roehm, Frances E.	Guide to Internet Job Searching 2008-2009	2008	9780071494526	McGraw Hill
Searching		Doyle, Alison	Internet Your Way to a New Job: How to really find a job online	2008	9781600050916 book 9781600050923	Lightening Souce Inc NetLibrary
Searching	Green	McNamee, Gregory	Careers in Renewable Energy: Get a green energy job	2008	9780977372430	Pixy Jack Press
Searching		Woodward, J.G.	Cut the Fluff for Job Seekers - Just Tell Me What I don't already know!	2009	9780982324806	Invincible Publishing
Searching		Yate, Martin John	Knock'em Dead 2009: The ultimate job search guide	2008	9781598696721	Adams Media
Skills		Kraynak, Joe	The Complete Idiot's Guide to Computer Basics	2009	9781592578597	Alpha Books
Test Prep	military	Barron's	How To Prepare for the Armed Forces Test ASVAB- Armed Services Vocational Apptitude Battery Test	2009	9780764140884	Barron's Educational
Test Prep	military	Kaplan	Kaplan ASVAB 2010 (armed services vocational aptitude battery)	2009	9781419550676	Kaplan Pub
Test Prep	Accounting	Lerner, Joel J.; Gokarn, Rajul Yoganand	Schaum's Outline of Bookkeeping and Accounting	12/1/2009	9780071635363	McGraw-Hill
Test Prep	military	Ostrow, Scott	ARCO Master the ASVAB	2008	9780768926033	Petersons
	Reentry	Cullen, Murray	Cage Your Rage: An inmate's guide to anger control	1992	9780929310763	American Correctional Association
	Reentry	Cullen, Murray; Bradley, Michael	Inside/Out: Continuing to Cage Your Rage	2001	9781569911365	American Correctional Association
	Reentry	Farr, J. Michael	Putting the Bars Behind You a Guide to Job Interviewing for the Ex-Offender	2004	DVD	JIST works
	Reentry	Jackson, Michael B.	How to Do Good After Prison: A manual for the "committed man"	2001	9780970743602	Joint FX Press

	Reentry	NYS Dept of Labor	The Prime Objective: A guide to preparing the job seeking ex-offender	2007	PDF	NYS Department of Labor
	Reentry	NYS Dept of Labor- title is - The Prime Objective	http://www.reentry.net/ny/library/item.105372-The Prime Objective A Guide to Preparing the JobSeeking ExOffender NYS Depa			
	Reentry	Sull, Errol Craig	Makin` It: A parole and probation survival guide	1999	9780962755828	Aardvark Publishing
	Reentry	Sull, Errol Craig	The Ex-Inmate's Complete Guide to Successful Employment	2000	9780962755804	Aardvark Publishing
	Reentry	Urquhart, Judith E.; Cullen, Murray C.	Cage Your Rage for Women	2004	9781569912065	American Correctional Association

