

Job Searching:

- Best career and education Web sites : a quick guide to online job search / Anne Wolfinger. Job 004.678
- The career portfolio workbook : using the newest tool in your job-hunting arsenal to impress employers and land a great job / Frank Satterthwaite, Gary D'Orsi.
- Job-hunting on the Internet / Richard Nelson Bolles and Mark Emery Bolles. Job 004.678
- Job hunting tips for people with hot and not-so-hot backgrounds / Ron and Caryl Krannich.
- Job seeker's online goldmine : a step-by-step guidebook to government and no-cost Web tools / Janet E. Wall.
- No one will hire me! : avoid 17 mistakes and win the job / Ron Krannich and Caryl Krannich.
- What does somebody have to do to get a job around here!.: 44 insider secrets and tips that will get you hired / by Cynthia Shapiro.

LOOK HERE FIRST!

Reference Department
Framingham Public Library
(508) 532-5570 ext. 4361
4/2009



Framingham
PUBLIC LIBRARY
Look here first.

JOB RESOURCES AT THE FRAMINGHAM PUBLIC LIBRARY

We have many books to help you with your job search – most are found at 650.14 in our Job Center.

Resume Writing:

- 175 high-impact resumes / Richard H. Beatty.
- Best resumes and letters for ex-offenders / Wendy S. Enelow, Ronald L. Krannich.
- The blue-collar resume and job hunting guide: secrets to getting and keeping the job you really want / Ron and Caryl Krannich.
- The career coward's guide to resumes : sensible strategies for overcoming job search fears / Katy Piotrowski.
- The damn good resume guide : a crash course in resume writing / Yana Parker.
- E-resumes : a guide to successful online job hunting / Pat Criscito.
- How to say it on your resume: a top recruiting director's guide to writing the perfect resume for every job / Brad Karsh with Courtney Pike.

- Gallery of best resumes: for people without a four-year degree / David F. Noble.
- Resumes that knock'em dead / Martin Yate.
- Packaging yourself: the targeted resume / Kate Wendleton.
- The quick resume & cover letter book: write and use an effective resume in only one day / Michael Farr.
- Resumes, cover letters, networking, and interviewing / Clifford W. Eischen, Lynn A. Eischen.
- Resume magic : trade secrets of a professional resume writer / Susan Britton Whitcomb.
- Resumes for the rest of us: secrets from the pros for job seekers with unconventional career paths / Arnold Boldt.
- Step-by-step resumes : build an outstanding resume in 10 easy steps / Evelyn U. Salvador.

Cover Letters:

- Adams cover letter almanac / Adams Publishing.
- Cover letter magic : trade secrets of professional resume writers / Wendy S. Enelow and Louise M. Kursmark.
- No-nonsense cover letters: the essential guide to creating attention-grabbing cover letters that get interviews and job offers / Wendy S. Enelow, Arnold G. Boldt.
- Perfect phrases for cover letters / Michael Betrus.

Interviewing:

- 100+ winning answers to the toughest interview questions / Casey Hawley.
- 101 great answers to the toughest interview questions / Ron Fry.
- Acing the interview : how to ask and answer the questions that will get you the job / Tony Beshara.
- The complete idiot's guide to the perfect interview / by Marc Dorio.
- I can't believe they asked me that! : 110 tips and techniques to quickly prepare for a tough job interview / Ron and Caryl Krannich.
- Interview magic : job interview secrets from America's career and life coach / Susan Britton Whitcomb.
- Job interviews for dummies / by Joyce Lain Kennedy.
- Next-day job interview : prepare tonight and get the job tomorrow / Michael Farr and Dick Gaither.
- No-nonsense job interviews: how to impress prospective employers and ace any interview / Arnold G. Boldt.
- Sell yourself in any interview : use proven sales techniques to land your dream job / Oscar Adler.
- Ten minutes to the job interview : your last-minute guide and checklist for securing a position, a promotion, a paycheck / by Rachel Ingegneri.