

## Information Lab Index of Resource Materials

### I. Resume Information

*“There are no dull people, only dull resumes.”*

*Andrea Kay*

1. **The Edge: Resume & Job Search Strategy**/ Bill Corbin & Shelbi Wright
2. **Resumes That Knock ‘em Dead**/ Martin Yate (6<sup>th</sup> edition)
3. **Resumes That Knock ‘em Dead**/ Martin Yate (7<sup>th</sup> edition)
4. **Federal Resume Guidebook**/Kathryn Kraemer Troutman (3<sup>rd</sup> edition)
5. **Resumes That Will Get You the Job You Want**/Andrea Kay
6. **Expert Resumes for Computer and Web Jobs**/Wendy S. Enelow & Louise M. Kursmark (2<sup>nd</sup> edition)
7. **Expert Resumes for Health Care Careers**/Wendy S. Enelow & Louise M. Kursmark
8. **Expert Resumes for Teachers and Educators**/Wendy S. Enelow & Louise M. Kursmark
9. **Expert Resumes for Manufacturing Careers**/Wendy S. Enelow & Louise M. Kursmark
10. **Expert Resumes for People Returning to Work**/Wendy S. Enelow & Louise M. Kursmark
11. **Competency-Based Resumes: How To Bring Your Resume to the Top of the Pile**/Robin Kessler & Linda A. Stasburg
12. **Adams Resume Almanac**/Adams Media (2<sup>nd</sup> edition)
13. **Resumes: Business Management Careers**/McGraw-Hill (3<sup>rd</sup> edition)
14. **Resumes: Nursing Careers**/McGraw-Hill (3<sup>rd</sup> edition)
15. **Resumes: Social Service Careers**/McGraw-Hill (3<sup>rd</sup> edition)
16. **Resumes: First Time Job Hunters**/McGraw-Hill (3<sup>rd</sup> edition)
17. **Resumes: Science Careers**/McGraw-Hill (3<sup>rd</sup> edition)

18. **Resumes: Communications Careers**/McGraw-Hill (3<sup>rd</sup> edition)
19. **Resumes: Engineering Careers**/McGraw-Hill (3<sup>rd</sup> edition)
20. **Resumes, Cover Letters & Interviewing: Master the three keys to a fruitful job search**/Howard Leifman, PhD, Marcy Lerner and the Staff of the Vault (3<sup>rd</sup> edition)
21. **Military Resumes and Cover Letters**/ Carl S. Savino, Major; USAR (Ret.) and Ronald L. Krannick, Ph.D
22. **From College to Career: Entry Level Resumes for Any Major**/Donald Asher

## II. Cover Letters

1. **Cover Letters that Knock ‘em Dead**/Martin Yate
2. **Cover Letters That Will Get You the Job You Want**/Stanley Wynett
3. **Cover Letter Magic: Trade Secrets of Professional Resume Writers**/Wendy S. Enelow & Louise M. Kursmark
4. **Resumes, Cover Letters & Interviewing: Master the three keys to a fruitful job search**/Howard Leifman, PhD, Marcy Lerner and the Staff of the Vault (3<sup>rd</sup> edition)
5. **Military Resumes and Cover Letters**/ Carl S. Savino, Major; USAR (Ret.) and Ronald L. Krannick, Ph.D

## III. Portfolio

1. **The Career Portfolio Workbook: The Newest Tool in Your Job Hunting Arsenal to Impress Employers and Land a Great Job**/Frank Satterthwaite and Gary D’Orsi

## IV. Interviewing

1. **Knock ‘em Dead with Great Answers to Tough Interview Questions**/Martin Yate

2. **Nail the Job Interview: 101 Dynamite Answers to Interview Questions**/Caryl & Ron Krannich, Ph.Ds
3. **Interviewing Strategies That Will Get You the Job You Want**/Andrea Kay
4. **Effective Interviews for Every Situation**/Alexander Hamilton Institute

## V. Networking

1. **Networking Skills That Will Get You the Job You Want**/Cherie Kerr

### REALITY CHECK:

It's important to gather factual information about careers as opposed to relying on hype. For example, on TV shows, criminalistics tend to be generalists; they go to crime scenes and interact with victims and witnesses of the crimes. But in reality, criminalists don't deal that much with victims at all. They need to stay objective and deal solely with the facts.

## VI. Job Search & Success Strategies

1. **The Ultimate Job Seeker's Guide: Knock 'em Dead**/Martin Yate
2. **Job Search Handbook for People with Disabilities**/Dr. Daniel J. Ryan
3. **Michigan Department of Natural Resources Employment Opportunities**
4. **The Complete Guide to Public Employment**/Ronald L. Krannich and Caryl Rae Krannich, Ph.Ds (3<sup>rd</sup> edition)
5. **The Ultimate Job Hunters Guidebook**/Susan D. Greene and Melanie C.L. Martel (3<sup>rd</sup> edition)
6. **The Ultimate Job Hunters Guidebook**/Susan D. Greene and Melanie C.L. Martel (5<sup>th</sup> Edition)
7. **101 Career Alternatives for Teachers: Exciting Job Opportunities for Teachers Outside the Teaching Profession**/Margaret M. Gisler

8. **Guide to America's Federal Jobs: A Complete Directory of Federal Career Opportunities**/JIST (2<sup>nd</sup> edition)
9. **The Very Quick Job Search: Get a Better Job in Half the Time!**/Michael Farr (2nd edition)
10. **The Very Quick Job Search: Get a Better Job in Half the Time!**/Michael Farr (3rd edition)
11. **Great Jobs For: Biology Majors**/Blythe Camenson
12. **Great Jobs For: English Majors**/Julie DeGalan & Stephen Lambert
13. **Great Jobs For: Psychology Majors**/Julie DeGalan & Stephen Lambert
14. **Great Jobs For: Political Science Majors**/Mark Rowh
15. **Great Jobs For: Economics Majors**/Blythe Camenson
16. **Great Jobs For: Liberal Arts Majors**/Blythe Camenson
17. **Great Jobs For: Sociology Majors** Julie DeGalan & Stephen Lambert
18. **Great Jobs For: History Majors**/ Julie DeGalan & Stephen Lambert
19. **Great Jobs For: Business Majors** / Stephen Lambert
20. **Great Jobs For: Computer Science Majors**/Jan Goldberg
21. **Great Jobs For: Geology Majors**/Blythe Camenson
22. **Great Jobs For: Environmental Studies Majors**/Julie DeGalan & Bryon Middlekauff
23. **Great Jobs For: Chemistry Majors**/Mark Rowh
24. **Great Jobs For: Math Majors**/Stephen E. Lambert & Ruth J. DeCotis
25. **College Majors and Careers: A Resource Guide for Effective Life Planning**/Paul Phifer
26. **Ferguson's Top Careers for Business Graduates: Explore Your Options, Plan Your Success**
27. **Ferguson's Top Careers for Liberal Arts Graduates: Turn Your Liberal Arts Education Into A Rewarding Career**

28. **Ferguson's Top Careers for Economics Graduates: Economics Graduates Are In Demand**
29. **Ferguson's Top Careers for Communications Graduates: Plan For Your Future Today**
30. **Ferguson's Top Careers for Art Graduates: Turn Creativity Into A Career**
31. **Ferguson's Careers in Focus: Environment**
32. **Ferguson's Careers in Focus: Government**
33. **Ferguson's Careers in Focus: Coaches & Fitness Professionals**
34. **Ferguson's Careers in Focus: Energy**
35. **Ferguson's Careers in Focus: Advertising & Marketing**
36. **Ferguson's Careers in Focus: Education**
37. **Ferguson's Careers in Focus: Writing**
38. **Ferguson's Careers in Focus: Politics**
39. **Ferguson's Careers in Focus: Manufacturing**
40. **Ferguson's Careers in Focus: Public Safety**
41. **Ferguson's Careers in Focus: Performing Arts**
42. **Ferguson's Careers in Focus: Engineering**
43. **Ferguson's Careers in Focus: Entrepreneurs**
44. **Ferguson's Careers in Focus: Public Relations**
45. **What Can You Do with a Major in: Biology?**/Bart Astor
46. **What Can You Do with a Major in: Psychology?** /Shelley O'hara
47. **What Can You Do with a Major in: Education?** /Jennifer A. Horowitz & Bruce Walker
48. **What Can You Do with a Major in: Business?** /Kate Shoup Welsh

49. **Careers In Criminology**/Marilyn Morgan
50. **Careers In Science & Engineering: A Student Planning Guide to Grad School and Beyond**/NAS;NAE; IOM
51. **America's Fastest Growing Jobs: Detailed Information on the 141 Fastest Growing Jobs in Our Economy**/JIST
52. **America's Top Jobs for People Without a Four-Year Degree: Detailed information on 190 Good Jobs in All Major Fields and Industries**/JIST
53. **America's Top Computer and Technical Jobs: Detailed Information on 112 Major Jobs at All Levels of Education & Training**/JIST
54. **America's Top Medical, Education, & Human Services Jobs: Detailed Information on 73 Major Jobs with Excellent Pay and Advancement Opportunities** /J. Micahel Farr
55. **Career Guide to America's Top Industries: An Essential Guide to Industry Trends and Opportunities** /JIST
56. **Public Relations Career Directory: A Guide to America's Top PR Firms**
57. **Newspapers Career Directory: A Guide to America's Top Newspapers**
58. **Magazine Career Directory: A Guide to America's Top Magazine Publishers**
59. **Marketing & Sales Directory: A Guide to America's Top Corporations**
60. **Advertising Career Directory: A Guide to America's Top Ad Agencies**
61. **Careers In Criminal Justice: Interactive CD-Rom**
62. **Career Guide to Industries: A Companion Reference to the Occupational Outlook Handbook**/JIST
63. **What Schools Look for in a Teacher: A Guide for Prospective Teachers**/Dr. John D. DeCotis
64. **Dare to Change Your Job and Your Life**/Carole Kanchier, Ph.D
65. **The Career Connection II: A Guide to Technical Majors and Their Related Careers**/Fred A. Rowe, Ed.D
66. **Careers in Sociology**/Joan Farrante, Northern Kentucky University

67. **Michigan Construction: A Career You Can Build On**
68. **Careers in Sociology**/American Sociological Association
69. **Careers and the Study of Political Science: A Guide For Undergraduates**/American Political Science Association
70. **Career Satisfaction and Success: A Guide to Job and Personal Freedom**/Bernard Haldane, Ph.D
71. **College to Career: Finding Yourself in the Job Market**/John Shingleton & Robert Bao
72. **Smart Moves for Liberal Arts Grads: Finding a Path to Your Perfect Career**/Sheila J. Curran & Suzanne Greenwald
73. **Major in Success: Make College Easier, Fire Up Your Dreams, and Get a Very Cool Job**/Patrick Combs
74. **What Color is Your Parachute?: A Practical Manual for Job-Hunters & Career Changers**/Richard Nelson Bolles
75. **Career Development by Design**/Sharon L. Hanna
76. **Occupational Outlook Handbook: The Most Accurate and Up-To-Date Descriptions for all Majors**/U.S. Department of Labor
77. **Enhanced Occupational Outlook Handbook: One of the Most Useful, Current, and Comprehensive Career References Available**/U.S. Department of Labor
78. **The JIST Career Planning and Job Search Course: A Complete Curriculum Guide**/J. Michael Farr
79. **Making Career Decisions That Count: A Practical Guide**/Darrell Anthony Luzzo
80. **Becoming A Master Student**/Dave Ellis
81. **Your College Experience: Strategies for Success**/John N. Gardner & A. Jerome Jewler
82. **College Majors and Careers: A Resource Guide for Effective Life Planning**/Paul Phifer

83. **Your Guide to College Success: Strategies for Achieving Your Goals**/John W. Santrock & Jane S. Halonen
84. **School of Radiology: Picture Yourself in the Exciting Field of Radiology DVD**/Marquette General Health System
85. **Protect the City~Join the Force: Las Vegas Metropolitan Police Department DVD**/Doug Gillespie, Sheriff
86. **Job Fair 411: George Mason University~University Career ServicesDVD**
87. **Keys to Success: How to Achieve Your Goals**/Carol Carter, Joyce Bishop & Sarah Lyman Kravits
88. **The Pie Method for Career Success: A Unique Way to Find Your Ideal Job**/Daniel Porot
89. **Keys to Career Success**/Carol Carter, Carol Ozee, Beth Bollinger
90. **Getting the College Edge**/ Mona J. Casady
91. **Campus-Free College Degrees: Thorson's Guide to Accredited College Degrees Through Distance Learning**/Marcie Kisner Thorson, M.A.
92. **The Job Search: Your Guide to Success**/Barbara Zarna
93. **Be Bold: Create a Career with Impact**/A Publication of Echoing Green
94. **Career Planning: Freedom to Choose**/Shertzer
95. **FBI Careers: The Ultimate Guide to Landing a Job as One of America's Finest**/Thomas H. Ackerman
96. **Real People Working in Health Care**/VGM Career Horizons
97. **Career Search: A Personal Planning Guide Helping you chart a career path that is right for you**/Michael V. Mulligan PH.D., CMF

## VII. Web Resources

1. **e-Recruiting:A Job Search Website ~ Updated Daily**
2. **Career Exploration on the Web: A Compilation of Hundreds of Websites**

## **VIII. Other**

1. **The Blue Line: Bringing Public Safety Candidates & Opportunities Together Since 1993**
2. **The Job Seeker: Specializing in Natural Resources and Environmental Vacancies Nationwide**

## **IX. Career Testing**

1. **OLSAT (Otis-Lennon School Ability Test): Educational Measurement**
2. **Myers~Briggs Type Indicator**
3. **JVIS (Jackson Vocational Interest Survey)**
4. **Thorndike Dimensions of Temperament**
5. **COPS (Career Occupational Preference System)**
6. **Strong Interest Inventory (Computer Based)**