

Career Resource Library

CPC Career Services, updated: 10.2010

Category	Title	Author	Year
Books			
Career Assessment			
	10 Best College Majors for your Personality	Shatkin	2008
	Do What You Are	Tieger & Barron	2001
	Gifts Differing	Briggs/Myers	1995
	It Takes All Types	Brownsword	1999
	Please Understand Me II	Keirse	1998
	Type Talk at Work/How the 16 Personality Types Determine Your Success on the Job	Kroeger	2002
	Work Types	Kummerow	1997
	Working Together	Isachsen	1988
Career Exploration			
	Best Careers for Bilingual Latinos	Kenig	1999
	Best Entry-Level Jobs, 2005-2006	Lieber & Meltzer	2005
	Career Exploration on the Internet: 2nd Edition	Gabler	2000
	Careers for non-conformists:	Gurvis	2000
	Career Guide for Creative and Unconventional People	Eikelberry	1999
	Change Your Job, Change Your Life	Krannich	2000
	Coming Alive from Nine to Five	Mechelozzi	2000
	Dictionary of Holland Occupational Codes - 2nd Edition		1989
	Dictionary of Holland Occupational Codes - 3rd Edition		1996
	Dictionary of Holland Occupational Codes - 3rd Edition		1996
	Follow your true colors to the work you love	Kalil	1999
	Great Careers in 2 Years: The Associate Degree Option	Phifer	2003
	Identify Your Skills for School, Work, and Life	Farr & Christophersen	1999
	Looking at TypeA@: Your Career	Martin & Sommer	2009
	Making a Living While Making a Difference	Everett	1999
	Majoring in the Rest of Your Life	Carol Carter	1999
	Me 2.0: Build a Powerful Brand to Achieve Career Success	Schawbel	2009
	Real People Real Jobs	Montras	1995
	Starting Over: How to change careers or start your own business	Pallan	1997
	The "Good" Student Trap	Scheele	1997
	Webinars with WOW Factor: Tips, Tricks and Interactivities for Virtual Training	Pluth	2010
	Webmaster Career Starter	Vaughn	2001
	What Next? The Complete Guide to Taking Control of your Work Life	Moses	2003
	What's Holding you back? 8 Critical Choices for Women's Success	Austin	2000

	Women in Career & Life Transitions	Anderson	2000
	Young Person's Occupational Outlook Handbook	Jist	2005
Interviewing	101 Great Answers to the Toughest Interview Questions	Fry	2000
	Adams Job Interview Almanac & CD-ROM	Adams Media C.	1997
	Sweaty Palms	Medley	1993
Job Search	12 Essential Laws for Getting a Job	Zeiss	1997
	50 Best Jobs for Your Personality	Farr & Shatkin	2005
	225 Best Jobs for Baby Boomers	Farr & Shatkin	2007
	Best Jobs for Ex-Offenders (OOH info but all in one place)	Block & Betrus	2002
	The Ex-offenders Job Search Companion		
	Congratulations! You've Been Fired	Koltnow	1991
	Combat Leader to Corporate Leader: 20 Lessons to Advance Your Civilian Career	Storlie	2010
	Getting the Job You Really Want: A Step-By-Step Guide to Finding a Good Job In Less Time	Farr	2001
	Guerrilla Marketing for Job Hunters	Levinson	2009
	Guide to Internet Job Searching 2000-2001 Edition	Riley	2001
	How to Find a Job on LinkedIn, Facebook, Twitter, MySpace, and Other Social Networks	Schepp	2009
	Job Hunting Tips for People with Hot and Not-So-Hot Backgrounds	Krannich & Krannich	2005
	Job Interview Tips for People with Not-So-Hot Backgrounds	Krannich & Krannich	2004
	Real-Resumes for Engineering Jobs	McKinney	2004
	Job Search Handbook for People with Disabilities	Ryan	2000
	Military to Civilian: Career Transition Guide	Farley	2010
	No One is Unemployable: Creative Solutions for Overcoming Barriers	Angel & Harney	1997
	The Complete Job Search Handbook	Figler	1988
	The Complete Job Search Handbook	Figler	1999
	The Ex-Offender's 30/30 Job Search Solution	Krannic	2009
	The Ex-Offenders Quick Job Opportunity Guide	Krannic	2006
	The Ex-Offender's Re-Entry Success Guide	Krannic	2009
	The Job Search Solution	Beshara	2006
	The Self-Directed Job Search	Clifford	1998
	The Very Quick Job Search	Farr	1996
	Walk awhile in My Shoes	Harvey	
Networking	A Foot in the Door: Networking Your Way into the Hidden Job Market	Hansen	2000
	Networking for Everyone	Tullier	1998
Resume/Cover			

Letter/Portfolio

201 Dynamite Job Search Letters, 5th Edition	Krannich & Krannich	2005
2,500 Keywords to Get You Hired	Block & Betrus	2003
Adams Cover Letter Almanac	Media Staff	1996
The Career Portfolio Workbook	Satterthwaite & D'Orsi	2003
Blue Collar and Beyond: Resumes for Skilled Trades & Services	Parker	1999
Competency-Based Resumes	Kessler & Strasburg	2005
Computer Science Resumes and Job-Finding Guide	Bartlett	2005
Cover Letter Magic	Enelow & Kursmark	2000
Electronic Resumes & Online Networking	Smith	1999
Encyclopedia of Job Winning Resumes	Fournier/Spin	2000
Expert Resumes for Career Changers	Enelow & Kursmark	2005
Expert Resume for Engineers	Enelow & Kursmark	2009
Expert Resumes for Healthcare Careers	Enelow & Kursmark	2010
Fearless Resumes	Stein	2010
Gallery of Best Resumes for People without a Four-Year Degree, 3rd Edition	Noble	2005
Gallery of Best Resumes for People Without a 4 Year Degree: A Special Collection of Quality Resumes by Professional Resume Writers	Noble	2000
Military Resumes & Cover Letters	Savino & Krannich	2004
Portfolio Power	Kimedorf	1997
Real Resumes for Career Changers	McKinney	2000
Real Resumes for Construction Jobs	McKinney	2002
Real Resumes for Engineering Jobs	McKinney	2004
Real Resumes for Manufacturing Jobs	McKinney	2002
Real Resumes for Students	McKinney	2000
Resume Magic: Trade Secrets of a Professional Resume Writer	Whitton	2003
Resumes for First-Time Job Hunters, 3rd Edition	McGraw-Hill	2005
Resumes for Health Care Professionals	Marino	2000
The Savvy Resume Writer: The Behavioral Advantage	Krannich	2000
The Career Change Resume	Isaacs & Hofferber	2003
The Only Resume and Cover Letter Book You'll Ever Need	Walsh	2007
Winning Resumes for Computer Personnel	Hart	1998
Without a Four-Year Degree: A Special Collection of Quality Resumes by Professional Resume Writers	Nobles	2000
WOW Resumes! Sales and Marketing	Cochran & Pearce	1998
101 Best Tech Resumes	Block & Betrus	2002
Specific occupation information		
Becoming a Graphic Designer	Heller & Fernandes	1999
Best Careers for Bilingual Latinos	Kenrig	1998
Career Compass	Simonsen	2000
Career Opportunities in the Automotive Industry	Kennedy	2005

Career Opportunities in Computers and Cyberspace	Henderson	1999
Career Opportunities in Law Enforcement, Security, and Protective Services	Echaore & McDavid	2000
Career Opportunities in the Sports Industry	Field	1999
Career Planning Guide for the Allied Health Professionals	Metcalf	1998
Culinary Arts Career Starter		1998
Developing Talents (good one for disabilities)by Grandin		
EMT Career Starter		1998
Environmental Careers in the 21st Century		1999
Green Career for Dummies		2010
Guiding Your Entry into the Hospitality, Recreation & Tourism Mega Profession	Samuels	1999
Health Care Careers for the 21st Century	Wischnitzer	2000
Is There an Engineer Inside You?	Baine	1998
Paralegal: An Insider's Guide to One of the Fastest-Growing Careers	Bernardo	1998
Retailing Career Starter		1998
Teacher Career Starter		1998
The Computer Major's Guide to the Real World	Simon	1999
Volunteering: How Service Enriches Your Life	Raynolds & Stone	1999
Webmaster Career Starter		1998
Your Career in Healthcare	Wilson	1996

CD-ROMS

Career Exploration	Career Exploration on the Internet: A Student's Guide		2000
Interviewing	Job Interview Almanac & CD-Rom	Adams	1997
Resume/Cover Letter/Portfolio	Cover Letter Almanac & CD-Rom	Adams	1996
Career Exploration	Career Planning, The Sky's the Limit		1997
Interviewing	Ace the Interview		1996
Interviewing	I Can't Believe I said that		1997
Job Search	Moving on up. An interactive guide to finding a great job		1997
Job Search	I have looked everywhere: Job Search Tips		1997

Programs

Resume Maker Deluxe 9.0		2003
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Videos & DVDs

Career Exploration	A Job Seeker's Guide to Major Sources of Career Information		1999
	Envision Your Career (DVD)		
	Planning Your Career		
	Skills Identification		1999
Employer Panel	Engineering		2000
Employer Panel	Health		1997
Employer Panel	Horticulture		2000

Employer Panel	Office Systems	1998
Employer Panel	Office Technology	1997
Interviewing	Power Interviewing	
Interviewing/disability	Access Unlimited: Job Interviewing for People with Disabilities	
Job Search	How to find a job on the internet	1999
	How to Get the Job You Want	
	Job Search Basics	1993
	Selling Yourself Without a College Degree	1998
	The Adecco Job Shop	
	The Complete Job Search System	
	Successful Job Search: Where Are the Jobs? Finding Job leads & Openings	
Networking	Networking on the WWW and Beyond	1997
Resume/Cover Letter/Portfolio	Resumes for the Internet	
	The Portfolio Resume Series	2000
Workshops	Career Exploration Workshop	2000
Interviewing	Top 9 1/2 Interview Tips	1996