



Johnson County Library

Finding a Job

331.12 Bolles 2009

Bolles, Richard Nelson. **What Color is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers.**

A handy job-hunter's guide explains how to identify one's personal goals and interests and reveals how to apply that information toward obtaining satisfying employment, with tips on interviews, salary negotiation techniques, career searching online, and more, in a guide that reflects the current market.

331.12 Occupational 2008-09

United States. Bureau of Labor Statistics. **Occupational Outlook handbook.**

Great source for career information. Overview of trends for major industries, and job forecasts from the Bureau of Labor and Statistics.

331.702 Farr 2007

Farr, J. Michael. **Top 100 Careers Without Getting a four-year Degree : Your Complete Guidebook to Major Jobs in Many Fields.**

Resource for finding the education and skills necessary for a career that does not require a four-year degree. Identifies future job trends.

650.14 Back 2005

Landes, Michael. **The Back Door Guide to Short-Term Job Adventures : Internships, Extraordinary Experiences, Seasonal Jobs, Volunteering, Work Abroad.**

A comprehensive list of more than one thousand life-enriching job experiences is offered in this guide to internships, seasonal work, volunteer jobs, and adventures abroad.

650.14 Beatty 2003

Beatty, Richard H. **The Interview Kit.**

The Interview Kit shows job seekers how to succeed in any interview. With answers to over 500 tough questions and strategies on what to say and how to say it. The Interview Kit offers five proven strategies for making the best impression and expert advice on negotiating salary and benefits.

DVD 650.14 Getting 21-Day

Getting a Positive Response in each of the Seven Interview Phases.

Information on the seven phases of the interview. Based on a book by Mike Farr.

650.14 How 2003

Sanborn, Robert. **How to Get a Job in Europe.**

This guide provides information on creating an international resume. It also includes the name and addresses of over 2,000 employers.

650.14 Kennedy 2007

Kennedy, Joyce Lain. **Resumes for Dummies.**

Connect qualifications with the requirements of employers. Sample resumes. This edition is updated with advanced strategies to get noticed in today's swamped job market.

650.14 Lauber 2002

Lauber, Daniel. **International Job Finder : Where the Jobs are Worldwide.**

List of sources for job vacancies in international business, government, education and non-profits.

650.14 Richardson 2004

Richardson, Bradley G. **Career Comeback : 8 Steps to Getting Back on Your Feet When You're Fired, Laid Off, or Your Business Venture has Failed--and Finding More Job Satisfaction than Ever.**

An informative handbook for job seekers in the downsized economy explains how to cope with the financial, emotional, and social impact of losing a job and takes readers step by step through his eight-part program in order to recover their balance and regain control of their careers and lives.

650.14 Solovic 2003

Solovic, Susan Wilson. **Reinvent Your Career : Attain the Success you Desire and Deserve.**

Learn how to embrace change, and make change work for you. Practical advice for anyone going through a career change. Individual stories of people who have succeeded in a career transition.

650.14 Yate 2008

Yate, Martin John. **Knock 'em Dead Cover Letters.**

Author explains how to write cover letters to achieve the goal of an interview. Explains on-line postings and e-mail strategies.

650.144 Whitcomb 2008

Whitcomb, Susan Britton. **Interview Magic : Job Interview Secrets from America's Career and Life Coach.**

Comprehensive guide that covers strategies on getting an interview and how to respond to commonly asked interview questions.

650.15 Enelow 2005

Enelow, Wendy S. **Insider's Guide to Finding a Job: Expert Advice from America's Top Employers and Recruiters.**

Advice from HR managers, hiring managers and recruiters on how to succeed in today's struggling job market.

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