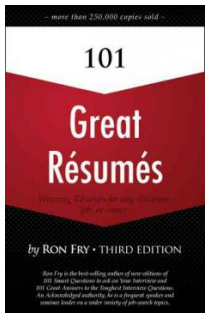


Job Hunting



All titles are available in Nassau Digital Doorway

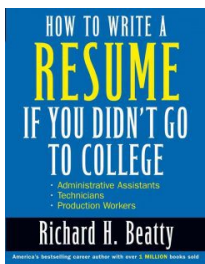
and through the Overdrive and Libby apps.



101 great resumes

by Ronald W. Fry

Presents advice on organizing, designing, and editing an effective resume tailored to your individual situation, challenges, and aspirations.

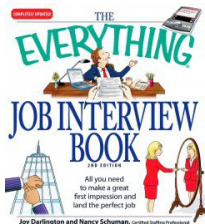


How to write a resume if you didn't go to college

by Richard H. Beatty

Instructions on writing an effective resume for people who did not graduate from college, including sample resumes and covers letters for such positions as construction worker, paralegal, and office

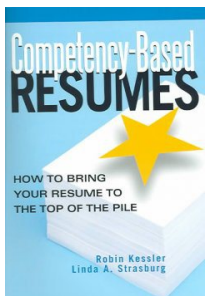
manager.



The Everything Job Interview Book: All You Need to Make a Great First Impression and Land the Perfect Job

by Joy Darlington

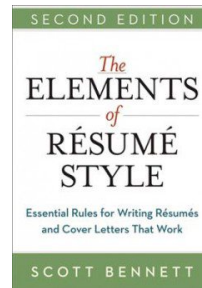
No matter how good your resume looks on paper, you won't get the job until you ace the interview.



Competency-based resumes: how to bring your resume to the top of the pile

by Robin Kessler

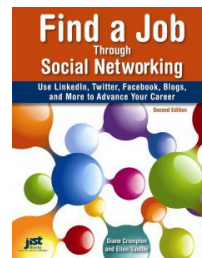
A new, more targeted way to write resumes that emphasizes your knowledge, skills, and abilities.



The elements of résumé style: essential rules for writing résumés and cover letters that work

by Scott Bennett

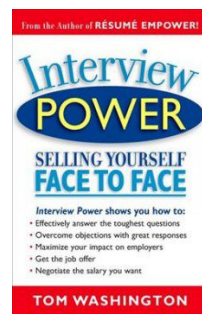
Examines the elements that are crucial for crafting a successful résumé or cover letter, from the layout and presentation to where to send it and how to request salary requirements



Find a job through social networking: use LinkedIn, Twitter, Facebook, blogs, and more to advance your career

by Diane Crompton

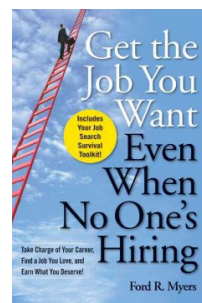
Expert tips on using the Internet to find jobs, expertise, referrals and clients, plus the basics on getting started with professional-networking sites.



Interview power: selling yourself face to face

by Tom Washington

A complete and comprehensive interviewing guide, filled with hundreds of practical ideas, strategies, and tips.



Get the job you want, even when no one's hiring

by Ford R. Myers

Job-search strategies that work even when the economy isn't, including skills and tactics that are little known to most job hunters.



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