

Houff Library Career Resources

Call Number	Title	Author	Date
<b>Career Changes</b>			
HF5382.5.U5K69	Change your job, change your life	Krannich, Ronald L.	1994
HF5384.H372	Don't stop the career clock: rejecting the myths of aging for a new way to work in the 21st century	Harkness, Helen	1999
HF5382.5.U5 B876	In transition: from the Harvard Business School Club of New York Personal Seminar in Career Management	Burton, Mary L.	1992
HD6280.A55	Over 40 and looking for work?	Anthony, Rebecca	1991
HD5708.47.U6D69	Downsizing of America		1996
HF5384.C27	Career transitions: the best resources to help you advance		
HD5724.C43	The great job shake-out: how to find a new career after the crash	Davies, Owen	
HF5381.7.G34	Discover what you're best at: the national career aptitude system	Gale, Linda	
HF5382.7.K37	Job hunting guide: transitioning from college to career	Krannich, Ronald	
<b>Magazines</b>			
Career world			
<b>Occupations</b>			
HF5382.5.U5S298	Career finder: pathways to over 1500 careers	Schwartz, Lester	1990
HF5382.5.U5 K22	Opportunities in paramedical careers		1998
HF5382.5.V8 V57	HF5382.5.V8 V57		1983
HF5381.15.F37	Best jobs for the 21st century	Farr, J. Michael	2004
HF5381.F476	100 best jobs for the 21st century	Field, Shelly	1992
HD6955.T75	Occupational subcultures in the workplace	Trice, Harrison M.	1993
HD8038.U5W74	American almanac of jobs and salaries	Wright, John W.	2000
HD5724.F27 A4	America's top jobs for people without a four-year degree	Farr, J. Michael	2001
HD5724.F27 T3	America's top technical and trade jobs	Farr, J. Michael	1992
HF5382.5.U5 C374	Careers without college	video	1996
HF5382.5.U5 C669	College not required	Corwen, Leonard	1995
Ref LC1045.F69	From high school to work: 150 great tech prep careers		1998
G155.5.R8	Inside secrets to finding a career in travel	Rubin, Karen	2001
HD5724.B715	JobShift: how to prosper in a workplace without jobs	Bridges, William	1995
HF5382.75.U6T68	Tough new labor market	video	2000
HF5382.75U6P478	The only job hunting guide you'll ever need: the most comprehensive	Petras, Kathryn	1995
HF5382.5.U5 K22	Virginia health careers		1983
HD5724.F87 1996	Future careers		1996
HD5724.A583 1995	America's 50 fastest growing jobs		1995
HD5724.F27 03	America's top office, management, and sales jobs	Farr, J. Michael	1992
HF5382.5.U5 P76	Professional careers sourcebook: where to find help planning careers		2000
HD8051.A62	Occupational outlook handbook	serial	
LB2343.32.S556	The adult student's guide to survival & success	Siebert, Al	1996
LB2343.32.B3	Balancing school and life and succeeding at both	Glade, George	2001
HF5382.7.S444	Beyond blue suits and resumes: proven methods insure your job-finding	Segall, Annette	1995
HF5549.5.I6 K718	Dynamite salary negotiations: know what you're worth and get it!	Krannich, Ronald	2001
LB1771.W6 1997	Requirements for certification of teachers, counselors, librarians, admin:		1997
LB1771.W6 2000	Requirements for certification of teachers, counselors, librarians, admin:		2000
LB1762.D55 1999	Teacher certification tests	Dimock, Elna	1999
HF5549.5.J63 H27	Career satisfaction and success: how to know and manage your strengths	Haldane, Bernard	1981
HF5381.5.S53	Do what you love, the money will follow: discovering your right livelihood	Sinetar, Marsha	1989
HF5549.5.J63C346	Finding the hat that fits: how to turn your heart's desire into your life's work	Cagle, John	1993
HF5549.5.C35 C34	From chaos to confidence: survival strategies for the new workplace	Campbell, Susan	1996
HF5384.J36	I don't know what I want, but I know it's not this: a step by step guide to	Jansen, Julie	2003
HF5549.5.J63 S78	Managing our career with power: your personal career management guide	Sturman, Gerald	1990
HF5384.L67	The pathfinder: how to choose or change your career for a lifetime of	Lore, Nicholas	1998
HF5549.5.J63 J33	Take this work and love it	Scott, Cynthia	1997
HF5381.F457	Who's running your career	Farren, Caela	1997
HF5549.5.J63 A53	Work with passion: how to do what you love for a living	Anderson, Nancy	1995
HF5549.5.J616	Working and liking it	Blumenson, Diane	1984
HF5549.5.J63G627	30 days to a happy employee: how a simple program of acknowledgment	Gandy, Dottie	2001
BT738.5.M36	Workhealing: the healing process for you and your job	Mallory, Charles	1993
R733.L96	Planning your career in alternative medicine: a guide to degree and		
HD2336.U5 A73	The work-at-home sourcebook		
<b>Interviews</b>			
HF5549.5.I6 I58	Interviewing the key to employment	video	1980
HF5549.5.I6 E95	Job interviews made easy	Marler, Patty	
HF5549.5.I6 E95	Job interviews that mean business	Eyler, David	
HF5549.5.I6 C87	Managing the interview: a how-to-do-it manual for hiring staff	Curzon, Susan	
HF5549.5.I6 A84	Power interviewing	video	
HF5549.5.I6 I572	Interview with confidence special techniques for professionals and		1999
HF5549.5.S38 Q85	Don't hire anyone without me!: a revolutionary approach to interviewing and	Quinn, Carol	
HF5549.5.I6 K69	Dynamite answers to interview questions	Krannich, Caryl	
HF5549.5.I6 C668	Ask the headhunter: reinventing the interview to win the job	Corcodilos, Nicholas	
HF5549.5.I6 I58	Interviewing the key to employment	video	
HF5549.I6 G6	The fine art of interviewing	Goodale, James	
JF5381.343	You've only got three seconds: how to make the right impression in your	Lavington, Camille	
RC480.7.I57	Interviews that find and interviews that blind a guide for the instructor		
HN29.M48	Research interviewing: context and narrative	Mishler, Elliot	
HV43.K26	The social work interview: a guide for human service professionals	Kadushin, Alfred	
<b>Cover Letters</b>			
HF5382.7.A86	How hard are you knocking?:the college student's guide to opening	Augustine, Timothy	1996
HF5382.7.G37	I need a job, now what?!	Garber, Janet	2001
HF5383.Y378	Cover letters that knock 'em dead	Yate, Martin	1999
HF5383.H28	Dynamic cover letters: how to sell yourself to an employer by writing a	Hansen, Randall	1994
HF5382.7.L66	Looking ahead preparing to meet the future		1994
HF5549.5.I6 R674	A manager's guide to hiring the best person for every job	Rosenberg, DeAnne	2000
HF5549.5.I6 S55	Negotiate your job offer: a step-by-step guide to a win-win situation	Simon, Mary	1998
HF5382.K73	No one will hire me!: avoid 15 mistakes and win the job	Krannich, Ronald	2002
HF5382.7.K78	College grad job hunter: insider techniques and tactics for finding a top-	Krueger, Brian	1998
HF5383.I746	The complete idiot's guide to the perfect cover letter		
HF5383.F365	Cover letters, cover letters, cover letters		
HF5383.B434	Cover letters		
			1992
			1990
<b>Resumes</b>			
HF5383.K87	Best resumes for college students and new grads	Kursmark, Louise	
HF5383.E479	Best resumes for \$100,000+jobs	Enelow, Wendy	
HF5383.E47876	Expert resumes for computer and web jobs	Enelow, Wendy	2001
HF5383.A836	From college to career: entry-level resumes for any major	Asher, Donald	1992
HF5383.N62	Gallery of best resumes: a collection of quality resumes by professional	Noble, David	2001
HF5383.C622	Heart & soul resumes: 7 never-before-published secrets to capturing	Cochran, Chuck	1998



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R690.W565	Health-care careers for the 21st century	Wischnitzer, Saul	2000
RT41.C564	Contemporary nursing: issues, trends and management	Cherry, Barbara	1999
<b>College Directories</b>			1994
L901.P447	Peterson's ...4 year colleges		
LC4705.G84	A guide to colleges for learning disabled students		
HF5382.7.S87	Strategy planning your job search		1994
HF5382.7.D5	Dialing for jobs using the phone in the job search		1993
HF5382.7.F55	Finding the perfect job		1990
HF5382.7.N63	The job search handbook	Noble, John	1988
HF5382.5.U5 B876	In transition: from the Harvard Business School Club of New York Person	Burton, Mary	1992
HF5549.5.I6 I56	National business employment weekly interviewing	Hirsch, Arlene	1999
HV8085.H27	Seeking employment in law enforcement, private security, and related	Harr, J. Scott	1992
HV10.5 .D63	Social work career development: a handbook for job hunting and career	Doelling, Carol	1997
HF5382.75.U5S296	The national job line directory: over 2,000 companies, government agency-	Schmidt, Robert	1994
L901.B38	College degrees by mail, 1997: 100 accredited school that offer bachelor'		1988
HD5724.H842	Opportunity 2000: creative affirmative action strategies for a changing work	Hudson Institute	1988
HD8051.A622	Outlook 2000		1990
LB2338.S285	Financial aid for African Americans, 1999-2001	Schlacter, Gail	1999
HD5715.2.I6	Peterson's/Thomson Internships, 2002		2001
HF5381.Y38	CareerSmarts: jobs with a future	Yate, Martin	1997
HF5382.K69	Discover the best jobs for you	Krannich, Ronald	2001
HD5708.F44	Feeling positive coping with job loss	video	1994
HF5382.7.L347	Great jobs for business majors	Lambert, Stephen	1996
HF5382.7.L347	Great jobs for English majors	DeGalan, Julie	1994
HF5382.7.R5517	Jobsmarts for twentysomethings	Richardson, Bradley	1995
HF5381.M427	Managing your career for dummies	Messmer, Max	2000
HF5382.7.N48	Networking connections to employment	video	1994
HF5383.K4815	Portfolio power: the new way to showcase all your job skills and experience	Kimeldorf, Martin	1997
HF5382.7.M32	Sharkproof: get the job you want, keep the job you love--in today's frenzied	Mackay, Harvey	1993
HF5382.7.B56	What color is your parachute?: a practical manual for job-hunters and	Bolles, Richard N.	2002
HF5549.5.E45 W67	Work abroad: the complete guide to finding a job overseas		2001
HF5382.7.R557	The guide to internet job searching	Riley, Margaret	1996
R690.D36	Health care job explosion: high growth health care careers and job locator	Damp, Dennis	2001
HF5382.75.U62 V8	The Virginia JobBank		1996
HF5549.5.I6 M35	Sweaty palms: the neglected art of being interviewed	Medley, H. Anthony	1992
HF5381.T67	The top 9 1/2 interview tips		1996
HF5549.5.I6 M324	You're hired! Tips for successful interviewing		1997
HF5549.5.I6 F45	101 dynamite questions to ask at your job interview	Fein, Richard	2000
HF5549.5.I6 F75	101 great answers to the toughest interview questions	Fry, Ronald	1994
HF5549.5.I6 M16	Quality interviewing	Maddux, Robert	1994
HF5547.5.E68	Essential skills for the workplace		1998
HB615.N49	NeXT, Inc.		2003
RT86.7.H345	Where do I go from here?: exploring your career alternatives within and		2002
LB2351.46.C65	The college handbook for transfer students		
L901.L33	DayStar guide to colleges for African American students		
LC4705.G84	A guide to colleges for learning disabled students		
L901.K73	The K&W guide to colleges for the learning disabled (REFERENCE)		
L901.P442	Peterson's graduate and professional programs, an overview		
L901.P447	Peterson's guide to four-year colleges, 1998		
KF266.P37	Peterson's law schools		
<b>Scholarships</b>			2000
LB2337.2.S47	The scholarship book 2003: the complete guide to private-sector	Nat. Scholarship Res.	
RT81.U6 R7	RSP funding for nursing students and nurses 2000-2002		
RT82.V34	Careers in nursing: managing your future in the changing world of health-	Vallano, Annette	1999
RT73.R59	How to get into the right nursing program	Rogers, Carla	1998
RA440.9.N3	270 ways to put your talent to work in the health field		1998
RT82.C285	Career planning for nurses		1997
RT82.E24	The nurses' career guide: discovering new horizons in health care	Eagles, Zardoya	1997
RJ502.3.C47	Certified registered nurse specialty in clinical specialist in child and		1993
JK2445.P82 L36	Naked in cyberspace: how to find personal information online	Lane, Carole	2002
QA76.25.R83	Computer job survival guide	Ruhl, Janet	2001
LB1044.87.C68	The online classroom: teaching with the internet	Cotton, Eileen	1997
TK5105.875.I57C27	Careers on the internet		1996
RD97.6.P37	Repetitive strain injury: a computer user's guide	Pascarelli, Emil	1994
LB2376.P48 REF	Study abroad		2003
L901.H638	2003 Higher Education Directory		2003
LB2338.P48	Complete guide to financial aid, 2003		2002
HF5549.5.E45	The directory of jobs and careers abroad	Boothby, Daniel	2002
L901.F57	The Fiske guide to colleges, 2003	Fiske, Edward	2002
SB486.V64 G47	Get outside!		2002
TK5105.875.I57	Harley Hahn's internet yellow pages	Hahn, Harley	2002
L901.I54	The insider's guide to the colleges, 2003		2002
PN1059.M3 P59	Poet's market 2003: 1800 places to publish your poetry	Reserve item	2002
<b>Internships</b>			2001
HD4885.U5 F47	Ferguson's guide to apprenticeship programs		2001
		Black, Isaac	2000
			2000
		Serial (REFERENCE)	
		LaVeist, Thomas Alexis	2000
			1986
		Serial	
		Kravets, Marybeth	1997
		Serial	
			1997
		Serial (REFERENCE)	
		Lyons, Dianne	2000
		Schlacter & Weber	2000
		Arden, Lynie	1999
			1998
		REFERENCE	
			1995
		REFERENCE	1994
			1988