

CAREER MANAGEMENT

A listing of materials available at the Justice Institute Library

GENERAL BOOKS

Build Your Own Rainbow: A Workbook for Career and Life Management by Barrie Hopson and Mike Scally. Oxford, UK: Lifeskills International. (BF 637 S8 H667 2014)

Career Flow: A Hope-Centered Approach to Career Development by Spencer G. Niles, Norman E. Amundson, and Roberta A. Neault. Boston, MA: Pearson. (HF 5381 N548 2011)

Careers in Criminal Justice and Related Fields: From Internship to Promotion by J. Scott Harr and Kären M. Hess. Belmont, CA: Wadsworth Cengage Learning. (HV 8143 H327 2010)

Creating You & Co.: Learn to Think Like the CEO of Your Own Career by William Bridges. Reading, MA: Perseus Books. (HF 5382.5 U5 B72 1997)

Developing as a Professional: 50 Tips for Getting Ahead by Marilyn Manning and Patricia Haddock. Menlo Park, CA: Crisp Publications. (HF 5381 M29 2004)

Developing Your Employability Skills Toolkit for the Self-Managing Learner. Ottawa, ON: Conference Board of Canada. (HF 5381 D488 2000)

Find the Bathrooms First! Starting Your New Job on the Right Foot by Roy J. Blitzer and Jacquie Reynolds-Rush. Menlo Park, CA: Crisp Publications. (HF 5384 B65 1999)

Harvard Business Review on Managing Your Career. Boston, MA: Harvard Business School Publishing Corporation. (HF 5381 H278 2002)

JobShift: How to Prosper in a Workplace Without Jobs by William Bridges. Reading, MA: Addison-Wesley Publishing Company. (HD 5724 B715 1994)

Making Work Work for the Highly Sensitive Person by Barrie Jaeger. New York, NY: McGraw-Hill. (HF 5381 J425 2004)

Mapping Your Career: The Book That Can Help You Find the Job You Want, and Create the Career You Are Meant for. Menlo Park, CA: Crisp Publications. (HF 5381 M268 2002)

The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success by Nicholas Lore. New York, NY: Touchstone Book. (HF 5384 L67 2012)

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Plugged In: The Generation Y Guide to Thriving at Work by Tamara Erickson. Boston, MA: Harvard Business Press. (HF 5381 E585 2008)

A Practical Career Guide for Criminal Justice Professionals: How to Take Charge of Your Career by Michael Carpenter and Roger Fulton. Flushing, NY: Looseleaf Law Publications. (HV 9950 C37 2007)

A Quality of Life Approach to Career Development by Geoffrey S. Peruniak. Toronto, ON: University of Toronto Press. (HD 6955 P477 2010)

So Good They Can't Ignore You: Why Skills Trump Passion in the Quest for Work You Love by Cal Newport. New York, NY: Business Plus. (HF 5381 N497 2012)

What Color is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers by Richard N. Bolles. Berkeley, CA: Ten Speed Press. (HF 5383 B56 2019)

Winning in Your Workplace for Aboriginal Employees written by E. Priscilla George. Owen Sound, ON: Ningwakwe Learning Press. (E 98 E6 G46 2008)

GENERAL DVDs

D033 **The Third Option Rocks: Faces of Success** (DVD, 240 minutes)
Explains the wide range of job options and rewarding careers available in British Columbia via non-university pathways. (Business Council of B.C.)
(HF 5382.5 C2 T456 2005)

CAREER MANAGEMENT FOR CORRECTIONS - BOOKS

A 21st Century Workforce for America's Correctional Profession. Indianapolis, IN: Workforce Associates, Inc. (HV 8763 T843 2004)

The Effective Correctional Officer. Laurel, MD: American Correctional Association.
(HV 8665 E343 1992)

CAREER MANAGEMENT FOR COURT SERVICE - BOOKS

Behavioural Competency Model, British Columbia Sheriff Services: Resource Guide. New Westminster, BC: Justice Institute of British Columbia. (HV 7979 B443 2005)

CAREER MANAGEMENT FOR FIRE - BOOKS

The Aspiring Firefighter's 2 Year Plan: The Complete Road Map to Becoming a Firefighter by Paul S. Lepore. San Clemente, CA: Freespool Publications. (TH 9119 L472 2012)

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Assessment Center Strategy and Tactics by Michael Terpak. Tulsa, OK: PennWell.
(TH 9157 T47 2008))

Becoming a Firefighter. New York, NY: LearningExpress. (TH 9119 B43 2008)

Chief Officer: Principles and Practice by David J. Purchase. Burlington, MA: Jones & Bartlett Learning. (TH 9119 P87 2016)

The Company Officer by Clinton H. Smoke. Clifton Park, NY: Delmar Cengage Learning.
(TH 9119 S65 2010)

Company Officer Promotional Case Studies by David S. Becker. Upper Saddle River, NJ: Pearson Prentice Hall. (TH 9157 B433 2005)

The Complete Guide to Becoming a Firefighter by Kory Pearn. Markham, ON: Fitzhenry & Whiteside.
(TH 9119 P43 2011)

Exam Preparation Firefighter I & II by Andrea Walter, Marty Rutledge, and Chris Hawley. Clifton Park, NY: Thomson Delmar Learning. (TH 9157 W254 2006)

Facing the Promotional Interview by John Mittendorf. Tulsa, OK: PennWell. (TH 9157 M577 2003)

Fire and Emergency Services Company Officer. Stillwater, OK: Fire Protection Publications, Oklahoma State University. (TH 9145 F523 2014)

Fire and Rescue Services Manual: Youth Training and Development. London, ENG: HM Fire Service Inspectorate Publications Section: TSO. (TH 9127 G7 F577 2004)

The Fire Chief's Toolbox: A Practical Professional Success Guide for Future and Current Fire Chiefs and Public Service Leaders by Ron Graner. Tulsa, OK: PennWell Books.
(TH 9119 G73 2006)

Fire Department Interview Tactics by Gene Mahoney. Clifton Park, NY: Thomson Delmar Learning.
(TH 9119 M335 2007)

Fire Officer: Principles and Practice. Sudbury, MA: Jones and Bartlett Publishers.
(TH 9119 F568 2010) (Shelved in Course Reserves section, Reference. For Library use only.)

The Future Firefighter's Preparation Guide: Be the Best Firefighter Candidate You Can Be! by Steve, Prziborowski. Raleigh, NC: Lulu Publishing Services. (TH 9119 P78 2013)

IAFC Officer Development Handbook. Fairfax, VA: International Association of Fire Chiefs.
(TH 9123 I343 2010)

Going for Gold: Pursuing and Assuming the Job of Fire Chief by Ronny J. Coleman. Albany, NY: Delmar Publishers. (TH 9119 C6496 1999)

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Guide to a Firefighting Career: Join a Winning Team by J. Clayton. Victoria, BC: Fire Fighting Careers. (TH 9119 C424 2006)

Mastering the Fire Service Assessment Center by Anthony Kastros. Tulsa, OK: PennWell Corporation) (TH 9119 K37 2018)

The New Company Officer by Jason Hoevelmann. Tulsa, OK: PennWell. (TH 9158 H64 2018)

Preparing for Fire Service Testing by Henry Morse. Stillwater, OK: Fire Protection Publications. (TH 9157 M676 2004)

Pride & Ownership: A Firefighter's Love of the Job by Rick Lasky. Tulsa, OK: Penwell. (TH 9119 L365 2007)

Reach for the Firefighter Badge! How to Master the Fire Department Entry-Level Testing Process by Steve Prziborowski. United States: lulu.com. (TH 9119 P79 2013)

Smoke Your Firefighter Interview by Paul S. Lepore. San Juan Capistrano, CA: Freespool Publications. (TH 9157 L598 2011)

Smoke Your Firefighter Written Exam by Paul S. Lepore. San Juan Capistrano, CA: Freespool Publications. (TH 9157 L598 2007)

The Station-Ready Rookie: Firefighter Preparation Beyond the State Skills Test by Collin S. Blasingame, Justin C. Dickstein, and John E. Gomez. Tulsa, OK: PennWell Corporation. (TH 9120 B55 2016)

Study Guide for the Firefighter Interview by Shawn Cooligan and Keith Manser. Clifton Park, NY: Thomson Delmar Learning. (TH 9157 C774 2008)

CAREER MANAGEMENT FOR FIRE – AUDIO CDs

Smoke Your Firefighter Interview by Paul Lepore. San Juan Capistrano, CA: Freespool Publications. (TH 9157 L598 2006)

Solid advice on how to prepare for, and do well in, the oral interview portion of the entry-level firefighter testing process. Contains valuable tips and candidate-tested suggestions for knowing individual strengths and weaknesses and being well prepared. Also contains suggested responses, and the reasoning and concepts behind why an answer is appropriate.

CAREER MANAGEMENT FOR FIRE – DVDs

- D301 **American Heat, September 2006: Legacy Wisdom: Tricks of the Trade**
(DVD, 30 minutes)
Professional development is a fundamental element to consider when mapping out a successful fire service career. This program is designed to provide the firefighter with a good foundation of how to build a great fire career. It discusses "10 pillars" of personal assessment and career mapping and describes ways new firefighters can use listening skills to improve their status within an organization and ways that burning bridges with employers can hamper your career. (Trinity Workplace Learning) (TH 9310.5 A443 2006)
- D928 **Mastering the Fire Service Assessment Center** (DVD, 44 minutes)
Provides fire service personnel with the key knowledge, skills and abilities (KSAs) needed to succeed in the assessment center promotional process. Includes three simulations of various scenarios. (Annex Bookstore) (TH 9119 K37 2008)
- D1010 **So You Want to Be a Firefighter** (DVD, 28 minutes)
In addition to showing what the Delta Fire Department looks for in a firefighter, this video summarizes the screening and training components of the Justice Institute Fire Academy's Fire Fighter Recruit Program. (Delta Cablevision) (TH 9127 C26 S683 1996)
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CAREER MANAGEMENT FOR PARAMEDICS - BOOKS

"Successful Job Campaign" chapter in **Medic Life: Creating Success in EMS** by John Becknell. St. Louis, MO: Mosby Lifeline. (RA 645.5 B43 1995)

CAREER MANAGEMENT FOR POLICE - BOOKS

Building a Successful Law Enforcement Career: Common-Sense Wisdom for the New Officer by Ryan E. Melsky. Flushing, NY: Looseleaf Law Publications. (HV 8143 M45 2005)

Command Performance: A Career Guide for Police Executives by William E. Kirchhoff, Charlotte Lansinger, and James Burack. Washington, DC: Police Executive Research Forum. (HV 8012 K573 1999)

Life After Policing: Road Map to Retirement Happiness by Alan Roadburg. Thornhill, ON: Second Career Program. (HV 8143 R625 2006)

Mentoring in the Criminal Justice Professions: Conveyance of the Craft by Frank A. Colaprete. Springfield, IL: Charles C Thomas. (HV 9950 C57 2009)

Second Careers for Street Cops: Use Your Experience as a Police Officer to Start a Second Career: A Practical Guide for Law Enforcement Officers by John Eldridge. Vancouver, BC: CreateSpace Independent Publishing Platform. (HV 8143 E43 2015)

You in Blue: A Guide for the New Cop by Gregory Saville and Gerard Cleveland. Port Townsend, WA: Printery Communications. (HV 8143 S28 2015)

CAREER MANAGEMENT FOR POLICE - DVDs

D1717 **Policing as a Career** (DVD, 24 minutes)

This video provides an historical perspective on the role of a police officer, differentiates between media portrayals of police work and reality, considers the attributes of a good police officer, discusses some frustrating and rewarding aspects of a police officer's duties, and outlines the steps involved in becoming a police officer. (Justice Institute of British Columbia, Police Academy) (HV 7936 R5 P643 1989)

*(See also related bibliography: **Preparing for Promotion**)*

INTERVIEWS - BOOKS

101 Great Answers to the Toughest Interview Questions by Ron Fry. Wayne, NJ: Career Press, Inc. (HF 5549.5 I6 F75 2016)

101 Smart Questions to Ask on Your Interview by Ron Fry. Wayne, NJ: Career Press, Inc. (HF 5549.5 I6 F757 2016)

301 Best Questions to Ask on Your Interview by John Kador. New York, NY: McGraw-Hill. (HF 5549.5 I6 K3 2010)

Ask Me No Questions, I'll Tell You No Lies: How to Survive Being Interviewed, Interrogated, Questioned, Quizzed, Sweated, Grilled by Jack Luger. Port Townsend, WA: Loompanics Unlimited. (HV 8073 L834 1991)

Ask the Right Questions, Hire the Best People by Ron Fry. Franklin Lakes, NJ: Career Press. (HF 5549.5 S38 F79 2018)

Assessment Centre Success: Your Ultimate Resource of Practice Exercises and Sample Questions to Help You Ace the Activities, Beat the Competition and Impress Employers by Tony Weightman. New York, NY: Kogan Page. (HF 5549.5 E5 W445 2018)

Behavior-Based Interviewing: Selecting the Right Person for the Job by Terry L. Fitzwater. Menlo Park, CA: Crisp Learning. (HF 5549.5 I6 F588 2000)

Behavioral Interviewing: A Practical, Structured Approach for Conducting Effective Selection Interviews by Tom S. Turner. Victoria, BC: Trafford. (HF 5549.5 I6 T873 2005)

Competency-Based Interviews: How to Master the Tough Interview Style Used by the Fortune 500s by Robin Kessler. Pompton Plains, NJ: Career Press. (HF 5549.5 I6 K47 2012)

The Evaluation Interview: How to Probe Deeply, Get Candid Answers, and Predict the Performance of Job Candidates by Richard A. Fear and Robert J. Chiron. New York, NY: McGraw-Hill. (HF 5549.5 I6 F4 2002)

Fire Department Oral Interviews: Practices and Procedures by Gene Mahoney. New York, NY: Fire Engineering. (TH 9119 M34 1988)

The Five-Minute Interview: A Job Hunter's Guide to a Successful Interview by Richard H. Beatty. New Jersey: J. Wiley. (HF 5549.5 I6 B39 2002)

Great Answers to Tough Interview Questions by Martin John Yate. London, ENG: Kogan Page. (HF 5549.5 I6 Y27 2017)

Hello Stay Interviews, Goodbye Talent Loss: A Manager's Playbook by Beverly Kaye and Sharon Jordan-Evans. San Francisco, CA: Berret-Koehler Publishers. (HF 5549.5 R58 K387 2015)

Hire the Best — and Avoid the Rest by Michael W. Mercer. New York, NY: AMACOM. (HF 5549.5 S38 M47 1993)

How to Be Successful on "Oral" Assessment Exercises for Police Promotion by Donald J. Schroeder. Flushing, NY: Looseleaf Law Publications, Inc. (HV 7923 S375 1994)

How to Succeed at an Assessment Centre: Essential Preparation for Psychometric Tests, Group and Role-Play Exercises, Panel Interviews and Presentations by Harry Tolley and Robert Wood. Philadelphia, PA: Kogan Page. (HF 5549.5 E5 T65 2010)

The Interview Kit by Richard H. Beatty. New York, NY: John Wiley & Sons, Inc. (HF 5549.5 I6 B387 2003)

Interview Power: Selling Yourself Face to Face by Tom Washington. Bellevue, WA: Mount Vernon Press. (HF 5549.5 I6 W284 2000)

Interviewing and Selecting High Performers: A Practical Guide to Effective Hiring by Larry R. Smalley. Irvine, CA: Richard Chang Associates. (HF 5549.5 I6 S624 1997)

Interviewing Practices for Technical Writers by Earl E. McDowell. Amityville, NY: Baywood Pub. Co. (T 11 M363 1991)

Interviewing Skills by Tim Hindle. New York, NY: DK Pub. (HF 5549.5 S38 H56 1998)

Job Interview Tips for People with Not-So-Hot Backgrounds: How to Put Red Flags Behind You to Win the Job by Caryl Rae Krannich and Ronald L. Krannich. Manassas Park, VA: Impact Publications. (HF 5549.5 I6 K722 2004)

Last Minute Interview Tips by Brandon Toropov. Franklin Lakes, NJ: Career Press. (HF 5549.5 I6 T67 1996)

The Perfect Interview: How to Get the Job You Really Want by John D. Drake. New York, NY: AMACOM. (HF 5549.5 I6 D74 1997)

Preparing for the Behavior-Based Interview: How to Get the Job You Want by Terry L. Fitzwater. Menlo Park, CA: Crisp Learning. (HF 5549.5 I6 F588 2001)

Quality Interviewing by Robert B. Maddux. Los Altos, CA: Crisp Publications.
(HF 5549.5 I6 M16 1994)

Resource Kit for Interviewing Volunteers by Roy Crowe. Vancouver, BC: Vancouver Volunteer Centre. (HN 49 V64 C768 1994)

Sweaty Palms: The Neglected Art of Being Interviewed by Anthony H. Medley. New York, NY: Time Warner Book Group. (HF 5549.5 I6 M35 2005)

TKO Hiring! Ten Knockout Strategies for Recruiting, Interviewing, and Hiring Great People by Dave Anderson. Hoboken, NJ: John Wiley & Sons. (HF 5549.5 R44 A525 2008)

The Ultimate Interview: How to Get it, Get Ready, and Get the Job You Want by John Caple. New York, NY: Doubleday. (HF 5549.5 I6 C36 1991)

INTERVIEWS – AUDIO CDs

25 Things to Say to the Interviewer, to Get the Job You Want by Dexter Hawk. Ashland, OR: Blackstone Audiobooks. (HF 5549.5 I6 H298)

This program is designed for people who are looking for a job that lets them do what they're good at, and pays them what they're worth. It teaches how to get past the interviewers and also teaches life lessons for career, business and life success.

INTERVIEWS - DVDs

D741 **Behavioural Interviewing** (DVD, 21 minutes)

This program explores a method of job interviewing. Interviews are based on previous experiences of the applicant, combined with scenarios and examples that predict future behaviour. Employers can avoid the potentially nebulous strengths and weaknesses questions in order to focus on actual behaviours exhibited and the way an individual adapts to particular situations. The program discusses how behavioural interviewing in job interviews is different from traditional interviews, why it is used by employers, behavioral interviewing and competencies, responding to questions, and preparing for the interview. (Distribution Access) (HF 5549.5 I6 B443 2005)

D998 **Behavioural Interviewing: Taking the Guesswork Out of Recruitment**
(DVD, 25 minutes)

This program shows how to conduct an effective interview, and demonstrates that past behaviour is the key to predicting future performance. A candidate's qualifications, experiences, past positions, level of responsibilities taken are all important details that you need to know. But the unanswered question is "how will they actually perform in the precise job you're advertising?" Because behavioural interviewing is a technique that is so important, so effective and successful, it needs to be used consciously and systematically in every selection interview. This program will also show the importance of conducting a thorough review of the job requirements, drawing up a list of interview questions, getting behavioural examples in the interview, and then rating the interviewee's skills against the job specification. (RG Training Resources) (HF 5549.5 I6 B39 2006)

- D803 **Interviewing Panels** (DVD, 11 minutes)
Learn more about interview panels and how to prepare for an interview so each panelist is ready to perform well. Find out the essential DOs and DON'Ts for an effective panel interview and the benefits of having varied opinions to make a quality decision. Tips for effective assessment discussions are provided along with a case study of one panel. (International Tele-Film) (HF 5549.5 I6 I586 2008)
- D800 **Job Interviewing: No Surprises** (DVD, 12 minutes)
This program provides tips to help ensure you have no surprises at your next interview. Learn what to expect in today's job interviews from types of interviews and questions to work tests and presentations. An ideal program for young jobseekers with no experience, unemployed people lacking confidence or anyone who wants to improve their chances for success. (International Tele-Film) (HF 5549.5 I6 J635 2008)
- D797 **Landing the Job: The interview** (DVD, 17 minutes)
Dramatizes the personal journey that we all must go through at some point in life: finding a good job. Shot in "first person" style, character John Trey records each step as he seeks advice and tips on what makes a successful interview, as well as the preparation and follow-up. (Advanced Education Media Acquisitions Centre) (HF 5382.7 L265 2007 v.3)
- D1820 **More than a Gut Feeling IV** (DVD, 27 minutes)
Choosing the right candidate for the job must be based on "more than a gut feeling." This fully revised and updated program educates interviewers on how to make the right hiring decisions by using Dr. Paul Green's behavior-based interviewing (BBI) strategy. Employers are shown how to prepare interview questions to gain specific examples of what a person has done in the past in order to help predict what a person will do in the future. A variety of how-to techniques for successful interviewing are demonstrated. (CRM Learning) (HF 5549.5 I6 M67 2013)
- D1396 **The Panel Interview** (DVD, 16 minutes)
Intended to assist job candidates in the panel interview process, this video covers the following topics: describes the roles of panel members and the chairperson; identifies the steps involved in the panel interview process; offers suggestions for making a positive impression at a job interview, including preparation for the interview and conduct during the interview. (Justice Institute of B.C. Courts Academy) (HF 5549.5 I6 P255 1991)
- D802 **Question Types in Interviews** (DVD, 10 minutes)
Questions can be powerful when used appropriately. Find out about the use of open and closed questions and learn how to use situational, behavioural interviewing and probing questions. Find out which questions are problematic and should be avoided. (International Tele-Film) (HF 5549.5 I6 Q478 2008)
- D801 **Reference Check** (DVD, 8 minutes)
Handled well, reference checks can save employers from costly hiring mistakes and shed light on how best to manage potential employees. Avoid common mistakes when contacting referees by learning the key requirements for a good quality reference check. This program provides an excellent checklist for reference checks. (International Tele-Film) (HF 5549.5 I6 R443 2008)

- D799 **Skills for Answering Questions** (DVD, minutes 16)
Job interviews are based on a range of questions. Learn how to give winning responses in 13 different situations. Create opportunities to sell yourself. Hear some good answers to difficult questions, including behavioural based scenario questions. (International Tele-Film) (HF 5549.5 I6 S553 2008)
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JOB HUNTING - BOOKS

The Academic Job Search Handbook by Julia Miller Vick and Jennifer S. Furlong. Philadelphia, PA: University of Pennsylvania Press. (LB 2331.72 H45 2016)

Fearless Job Hunting: Powerful Psychological Strategies for Getting the Job You Want by Bill Knaus ... [et al.]. Oakland, CA: New Harbinger Publications. (HF 5382.7 F43 2010)

The Very Quick Job Search: Get a Better Job in Half the Time by Michael J. Farr. Indianapolis, IN: JIST Works. (HF 5382.7 F277 2004)

JOB HUNTING - DVDs

- D795 **Landing the Job: The Search** (DVD, 19 minutes)
Dramatizes the personal journey that we all must go through at some point in life: finding a good job. Shot in "first person" style, character John Trey records each step as he learns the strategies, secrets and pitfalls of various types of job searches. (Advanced Education Media Acquisitions Centre) (HF 5382.7 L265 2007 v.1)
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RESUMES - BOOKS

101 Great Resumes by Ron Fry. Boston, MA: Course Technology. (HF 5383 A17 2009)

Best Canadian Resumes: 150+ Best Canadian-Format Resumes by Sharon Graham. Milton ON: Career Professionals of Canada. (HF 5383 G722 2013)

The Complete Idiot's Guide to the Perfect Resume by Susan Ireland. Indianapolis, IN: Alpha Books. (HF 5383 I747 2010)

Creating Your Skills Portfolio: Show Your Accomplishments by Carrie Straub. Menlo Park, CA: Crisp Publications. (HF 5383 S77 1997)

The Damn Good Resume Guide: A Crash Course in Resume Writing by Yana Parker and Beth Brown. Berkeley, CA: Ten Speed Press. (HF 5383 P35 2012)

How to Prepare Your Curriculum Vitae by Acy L. Jackson. Toronto, ON: VGM Career Books. (HF 5383 J24 2003)

The Infographic Resume: How to Create a Visual Portfolio that Showcases Your Skills and Lands the Job by Hannah Morgan. New York, NY: McGraw Hill Education. (HF 5383 M674 2014)

Knock 'em Dead Cover Letters: Cover Letters and Strategies to Get the Job You Want by Martin Yate. Avon, MA: Adams Media. (HF 5383 Y378 2016)

The Overnight Résumé: The Fastest Way to Your Next Job by Donald Asher. Berkeley, CA: Ten Speed Press. (HF 5383 A84 2010)

Résumés that Pop: Designs that Reflect Your Personal Brand by Pat Criscito. Hauppauge, NY: Barron's: Publishers Group UK. (HF 5383 C74 2010)

RESUMES - DVDs

D796 **Landing the Job: Resumes & Cover Letters** (DVD, 21 minutes)
Dramatizes the personal journey that we all must go through at some point in life: finding a good job. Shot in "first person" style, character John Trey records each step as he learns how to write resumes and cover letters that sets him apart from the pack, and why these papers are so important to the job search process. Get the do's and don'ts of resumes and cover letters from the folks who know best: the people who read them. (Advanced Education Media Acquisitions Centre) (HF 5382.7 L265 2007 v.2)

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