

Resume Help: Print Resources

What Color is My Parachute? 2014 Edition: A Practical Guide for Job Hunters and Career Changers, Richard Bolles, Ten Speed Press, 2013. Revised each year over the past 40. Includes the latest resumes ideas and career tips for all phases of the job search and career investigation. One of the standards of the genre.

Knock 'em Dead: The Ultimate Job Search Guide 2014, Martin Yate, Adams Media, 2013. Part of a series of resource books by a *New York Times* bestselling author – for almost 30 years, he has written books dedicated to resumes, cover letters, etc. This book offers a thorough overview of the building blocks to a successful job search and is also revised annually.

Knock 'em Dead Resumes: How to Write a Killer Resume That Gets You Job Interviews, Martin Yate, Adams Media, 2012. Also part of Martin Yate's extensive job search series, this is dedicated to the subject of resumes.

Job Searching with Social Media for Dummies, Joshua Waldman, For Dummies / Wiley, 2013, 2nd ed. Don't let the name fool you; the *For Dummies* series is consistently well-written and sometimes even better. This book, in its brand new 2nd edition, covers online resume formats, LinkedIn and Facebook as job search tools, and also examines personal branding and other keys to establishing a great online job search presence. Highly recommended AND available at the Hawthorne Library!

Absolutely Abby's 101 Job Search Secrets, Abby Kohut, Self-published, 2010. Written by a former corporate recruiter. Including a short section on resumes and cover letters, this book puts the job search into perspective while offering tips and other advice from the *other side of the desk*. She also offers frequent webinars through www.CareerWakeUpCalls.com and consultation through Staffing Symphony, LLC.

Visit www.BCCLS.org to request the above-mentioned books and see others like them.

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From our Resume Writing Workshop 11/2013