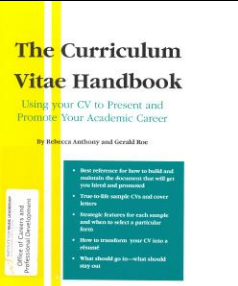
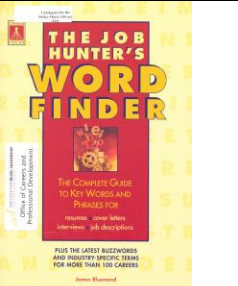
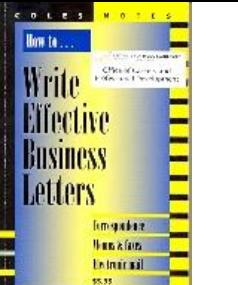
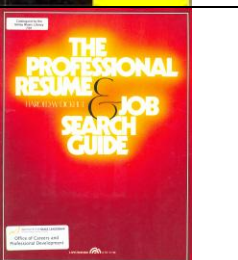
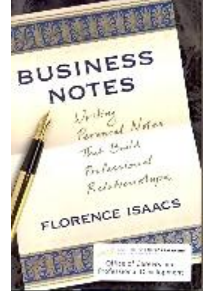
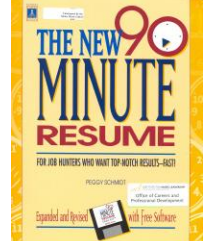
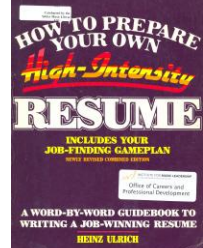


REFERENCE LIBRARY

Resume Guides

How-to guides on writing résumés, CVs and business letters.

	<p>Anthony, Rebecca and Gerald Roe. <u>The Curriculum Vitae Handbook: How to Present And Promote Your Academic Career.</u> San Francisco, California: Rudi Publishing, 1998.</p> <p><i>This book is <u>the</u> book for job seekers looking for an academic career. It contains great CV samples and good tips on preparing CVs and cover letters.</i></p>
	<p>Bluemond, James. <u>The Job Hunter's Word Finder.</u> Princeton, New Jersey: Peterson's, 1996.</p> <p><i>This book is primarily a thesaurus for résumé -appropriate language.</i></p>
	<p>Coles Notes. <u>How to Write Effective Business Letters.</u> Toronto, Canada: Coles Publishing Company, 1997.</p> <p><i>A guide to correspondence in the business world through memos, faxes, and email. Addresses proper etiquette and tone in communication and includes example writings.</i></p>
	<p>Dickhut, Harold W. <u>The Professional Résumé and Job Search Guide.</u> Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1981.</p> <p><i>This book is a comprehensive guide to preparing résumés and cover letters.</i></p>

	<p>Isaacs, Florence. <u>Business Notes</u>. New York, NY: Clarkson N. Potter Inc, 1998.</p> <p><i>A helpful guide to writing personal notes in business situations, a “secret weapon” in networking in the professional world.</i></p>
	<p>Schmidt, Peggy. <u>The New 90 Minute Résumé</u>. Princeton, New Jersey, 1996.</p> <p><i>The chapter that focuses on design is particularly good.</i></p>
	<p>Ulrich, Heinz. <u>How to Prepare Your Own High Intensity Résumé</u>. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1983.</p> <p><i>This book can be used as a starting place for someone who has absolutely no résumé-writing experience.</i></p>