

Laney College Library

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RESUMES

Books on resumes are shelved at the RESERVE BOOKS counter and are available for a 2-day loan. Ask for books by TITLE. For additional materials on writing resumes, go to the Placement/Career Guidance Center in the Student Center.

RESERVE/TEXTBOOK COLLECTION

- 175 high-impact cover letters* (1996)
- The 90-minute resume* (1990)
- Adams fast resume user's manual* (1996)
- Adams resume almanac* (1994)
- Blue collar & beyond: resumes for skilled trades & services* (1995)
- Blue collar resumes* (1999)
- The college student's resume guide* (1992)
- The complete resume guide* (1988)
- Cover letters* (1999)
- Cover letters for dummies* (2000)
- Cover letters for dummies* (1996)
- Cover letters that will get you the job you want* (1993)
- The damn good résumé guide* (1983)
- The damn good résumé guide* (1989)
- Developing a professional vita or resume* (1990)
- Dynamic cover letters: how to write the letter that gets you the job* (2001)
- Dynamite cover letters and other great job search letters* (1997)
- From college to career: entry-level resumes for any major* (1992)
- Gallery of best resumes for two-year degree graduates: a special collection of quality resumes by professional resume writers* (1996)
- Get the job you want: seven sure and simple steps to success* (1978)
- The guide to basic resume writing* (1991)
- High impact resumes and letters: how to communicate your qualifications to employers* (2003)
- Internet resumes: take the Net to your next job!* (1998)
- Jeff Allen's best: get the interview* (1990)
- Jeff Allen's best: the resume* (1990)
- The overnight resume* (1990)
- The perfect resume* (1981)
- Proven resumes: strategies that have increased salaries and changed lives* (1999)
- The resume catalog: 200 damn good examples* (1987)
- The resume guide for women of the '90s* (1990)
- The resume handbook: how to write outstanding resumes* (1990)
- The resume makeover* (1995)
- Resumes* (1999)
- Resumes for dummies* (2000)
- Resumes for high school graduates* (1993)
- Revising your résumé: career blazers* (1986)
- The Wall Street Journal/National business employment weekly: resumes* (1994)