

# RESUMES

Do you need a resume? Or do you need to update your current resume? Visit your neighborhood public library for these and other similar titles or go to the Hawaii State Public Library System's catalog at [www.librarieshawaii.org](http://www.librarieshawaii.org) and eBooks at <http://hawaii.lib.overdrive.com>. Please ask staff for help if you are unable to locate these titles.



## SUBJECT HEADING:

- Resumes (Employment)

650.142 Br  
Brown, Lola. **Résumé writing made easy: a practical guide to resume preparation and job search.** 8th ed. Pearson/Prentice Hall, 2007.

650.142 Cr  
Criscito, Pat. **E-résumés: a guide to successful online job hunting.** Barron's Educational Series, 2005.

650.142 E [Also an eBook]  
Enelow, Wendy S. **Expert resumes for military-to-civilian transitions.** JIST Works, 2006.

650.142 En  
Enelow, Wendy S. **Expert resumes for people returning to work.** 2nd ed. JIST Works, 2008.

650.142 Fa  
Farr, Michael J. **The quick resume & cover letter book: write and use an effective resume in only one day.** 4th ed. JIST Works, 2008.

eBook [Also 650.142 Fa]  
Farr, Michael. **Same-day resume: write an effective resume in an hour.** 2nd ed. JIST Works, 2007.

650.142 Fo  
Fournier, Myra. **Encyclopedia of job-winning resumes.** 3rd ed. Career Press, 2006.

650.142 Kr  
Krannich, Ronald L. **High impact resumes and letters: how to communicate your qualifications to employers.** 9th ed. Impact Publications; 2006.

650.142 Kr  
Krannich, Ronald L. **Resume, application, and letter tips for people with hot and not-so-hot backgrounds: 185 tips for landing the perfect job.** Impact Publications, 2006.

650.142 Ku  
Kursmark, Louise. **30-minute resume makeover rev up your resume in half an hour.** JIST Works, 2008.

650.142 Mo  
Moreira, Paula. **Ace the IT résumé.** 2nd ed. McGraw-Hill, 2007.

650.142 No [Also an eBook]  
Noble, David F. **Gallery of best résumés: a collection of quality resumes by professional resume writers.** 4th ed. JIST Works, 2007.

650.142 Pi  
Piotrowski, Katy. **The career coward's guide to resumes: sensible strategies for overcoming job search fears.** JIST Works, 2008.

650.144 R  
**Resumes for mid-career job changes: with sample cover letters.** 3rd ed. McGraw-Hill, 2006.

650.142 Re  
**Resumes for scientific and technical careers.** 3rd ed. McGraw-Hill, 2008.

650.142 Ro  
Rosenberg, Arthur D. **Resume handbook: how to write outstanding resumes & cover letters for every situation.** 5th ed. Adams Media, 2008.

650.142 Ro  
Rosenberg, Arthur D. **The resume handbook : how to write outstanding resumes & cover letters for every situation.** Adams Media, 2008.

650.142 Tr  
Troutman, Kathryn Kraemer. **Federal resume guidebook: strategies for writing a winning federal electronic resume, KSAs, and essays.** 4th ed. JIST Works, 2007.

650.142 Ya  
Yate, Martin John. **Knock 'em dead résumés: smart advice to make your online and paper résumés more productive.** 8th ed. Adams Media, 2008.

**ONLINE DATABASE:** <http://www.hspls.org/serials/databases.html>

**Ferguson's Career Guidance Center:** Click on 'Skills' for sample cover letters and resumes.

**Testing & Education Resource Center:** A 'Resume Builder' is available as well articles on creating a resume in the 'Virtual Reference Library'.

**WEBSITES:** [verified February 2, 2009]

**Federal Citizen Information Center - Employment Links - Resume Writing** <http://www.pueblo.gsa.gov/links/em28links.htm>  
*Websites to help you with your resume.*

**Hennepin County Library's Job and Career Links**  
[www.hclib.org/Job&CareerLinks](http://www.hclib.org/Job&CareerLinks)  
*Links to job searching and career planning sites.*