

# MARYLHURST UNIVERSITY

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## RESOURCES AVAILABLE AT SHOEN LIBRARY FOR YOUR CAREER DEVELOPMENT

*This is a sample of what the library has on these topics. For more information, contact the **Reference Desk** at 503.699.6261 or [reference@marylhurst.edu](mailto:reference@marylhurst.edu), or drop by in person.*

### RÉSUMÉS

*Search the Shoen Library catalog using the subject heading "Résumés (Employment)" for more titles.*

McGraw-Hill's Big Red Book of Résumés .....	650.14 M3 2002
Résumés That Get Jobs.....	650.14 P677 2002
Expert Résumés for Teachers and Educators .....	[Electronic Book]
The Insider's Guide to Writing the Perfect Résumé .....	650.14 W35 2001
Great Résumé: Get Noticed, Get Hired.....	650.14 R53 2000
Haldane's Best Résumés for Professionals .....	650.14 H2 2000
The Damn Good Résumé Guide: A Crash Course in Résumé Writing.....	650.142 P35 2002

### COVER LETTERS

*Search the Shoen Library catalog using the subject heading "Cover Letters" for more titles.*

201 Killer Cover Letters .....	650.142 P63 2003
The Adams Cover Letter Almanac.....	650.14 A3 1995
Cover Letter Magic.....	650.14 E52 2001
Cover Letters! Cover Letters! Cover Letters! .....	650.14 F365 1994
Cover Letters That Blow Doors Open.....	650.14 C6 1999
Dynamic Cover Letters: How to Write the Letter That Gets You the Job.....	650.14 H36 2001
Haldane's Best Cover Letters for Professionals .....	650.14 H19 2000

### INTERVIEWING

*Search the Shoen Library catalog using the subject heading "Employment Interviewing" for more titles*

Sweaty Palms: The Neglected Art of Being Interviewed.....	650.144 N43 2005
Job Interview Tips for People with Not-So-Hot Backgrounds .....	650.14 K69j0 2004
The Complete Q & A Job Interview Book .....	[Electronic Book]
Interview for Success .....	650.14 K69i 2003
Common Mistakes People Make in Interviews & How to Overcome Them [Videorecording]	650.14 C66 2003
Ace The It Job Interview! .....	[Electronic Book]
More Best Answers to the 201 Most Frequently Asked Interview Questions .....	650.14 D45 2001
Job Interviews for Dummies .....	650.14 K457j 2000

## CAREER GUIDANCE

Careers in Real Estate.....	333.33023 C3 2006
Opportunities in Arts and Crafts Careers.....	700.23 G37 2006
Opportunities in Marketing Careers .....	658.80023 S74 2006
I'm an English Major—Now What?.....	650.1 L46 2006
Smart Moves for Liberal Arts Graduates: Finding a Path to Your Perfect Career.....	332.702 C87 2006
Great Jobs for Psychology Majors .....	150.2373 D44 2006
Life as a Psychologist: Career Choices and Insights .....	150.2373 O77 2006
Career Opportunities in Library and Information Science .....	020.023 C37 2005
Careers for Class Clowns & Other Engaging Types .....	791.023 G618 2005
Careers for Born Leaders & Other Decisive Types.....	658.40023 C36 2005
Art That Pays: The Emerging Artist's Guide to Making a Living.....	706.8 S63 2004
Careers for Music Lovers & Other Tuneful Types .....	780.23 J64 2004
Top Careers for Business Graduates .....	650.023 T6 2004
Top Careers for Communications Graduates.....	302.2373 T6 2004
Top Careers for Liberal Arts Graduates .....	331.7023 T6 2004
Top Careers for Art Graduates.....	702.3 T6 2004
The ECO Guide to Careers That Make a Difference .....	363.70023 E3 2004
The Fine Artist's Career Guide: Making Money in the Arts and Beyond .....	702.373 G73 2004
Working in the Music Industry .....	780.23 B75 2004
Becoming an Interior Designer: A Guide to Careers in Design .....	747.023 P57 2004
200 Best Jobs for College Graduates .....	331.7023 F37 2003
Great Jobs for Sociology Majors.....	301.023 L36 2003
Opportunities in Gerontology and Aging Services Careers .....	305.26 W55 2003
This Business of Music Marketing & Promotion .....	780.23 L37 2003
Careers for Shutterbugs & Other Candid Types.....	770.23 M38 2003
Career Opportunities in the Film Industry .....	791.4302 Y34 2003
Careers for Writers & Others Who Have a Way with Words .....	808.02023 B59 2003
Careers for Travel Buffs & Other Restless Types .....	331.702 P53 2003

## ELECTRONIC BOOKS

*Shoen Library offers access to more than 4,000 electronic books that can be viewed online. The eBooks are available directly from the NetLibrary portal or from within the Shoen Library Catalog.*

*Search the Shoen Library catalog using the subject headings "Career Changes", "Job Hunting" or "Vocational Guidance" (or type of profession – Vocational Guidance) for more titles.*

A Career in Urban Planning  
A Career as a Social Worker  
Career as an Occupational Therapist: Healthcare Professional  
Careers in the Insurance Industry  
Careers in City Government Public Service  
Careers in Mathematics  
Careers in Public Relations  
Careers in Journalism  
Careers in Communications  
Great Jobs for Anthropology Majors  
Handbook of Vocational Psychology  
Opportunities in Teaching Careers  
Best Jobs for the 21st Century  
Careers in Science  
Employment for Individuals with Asperger Syndrome or Non-Verbal Learning Disability  
Job Search Handbook for People with Disabilities  
Real Estate Agent's Field Guide: Essential Insider Advice for Surviving in a Competitive Market  
America's Fastest Growing Jobs

## REFERENCE BOOKS

Encyclopedia of Career Development ..... REF 331.70203 E5 2006 (2 vols.)  
Encyclopedia of Careers and Vocational Guidance ..... REF 331.702 E52 2003 (4 vols.)  
Enhanced Occupational Outlook Handbook ..... REF 331.702 E5 2005  
Occupational Outlook Handbook ..... REF 331.7 O25 2004-05 (2 vols.)  
The O\*NET Dictionary of Occupational Titles ..... REF 331.702 O6 2004