

Independence Township Library Resources

www.indelib.org

Winter Hours: Monday-Thursday 10 a.m.-9 p.m., Friday 10 a.m.-6 p.m., Sat 10 a.m.-5 p.m., Sun 1-5 p.m. (Closed Dec. 24-25, Jan. 1)

Behind Reference Desk – **Career Collection** – last two shelving sections
Reference books (cannot be checked out but copies are 10 cents/page) and circulating books.
Books on careers, testing (GED, SAT, ACT, GRE, GMAT), resumes, cover letters, interviewing.

What Color is Your Parachute. 2007. Bolles, Richard Nelson. **650.14 Bolles**

The Ferguson Guide to Resumes and Job Hunting Skills: A Step-by-Step Guide to Preparing for Your Job Search. 2005. Hinds, Maurene J. **650.14 Hinds**

Seven-Step Job Search: Cut Your Job Search Time in Half. 2006. Farr, J. Michael. **650.14 Farr**

Guide to Internet Job Searching. 2006. Dikel, Margaret F. **025.066 Dikel**

Job-Hunting Online: A Guide to Job Listings, Message Boards, Research Sites, the UnderWeb, Counseling Networking, Self-Assessment Tools, Niche Sites. 2008. Bolles, Mark Emery. **025.066 Bolles**

Over-40 Job Search Guide. 2005. Geary, Gail. **650.14 Geary**

Winning the Interview Game: Everything You Need to Know to Land the Job. 2005. Nierenberg, Alan H. **650.144 Nierenberg**

101 Best Tech Resumes. 2003. Block, Jay A. **650.142 Block**

Inside Secrets of Finding a Teaching Job: The Most Effective Search Methods for Both New and Experienced Educators. 2003. Warner, Jack. **370.237 Warner**

Ten Steps to a Federal Job ... 2002. Troutman, Kathryn K. **351.73 Troutman**

Resumes for the Rest of Us: Secrets from the Pros for Job Seekers with Unconventional Career Paths. 2008. Boldt, Arnold G. **658.143 Boldt**

Career Comeback: 8 Steps to Getting Back on Your Feet When You're Fired, Laid Off or Your Business Venture has Failed – and Finding More Job Satisfaction. 2004. Richardson, Bradley G. **650.14 Richard**

Search library's catalog online:

www.indelib.org

Select Catalog, then **Search**, then **Advanced**, Sort by **Publication Date**, then **Author**. Material type: **Book**. Search terms: **Job Hunting**

Starting your own business:

State of Michigan

Oakland County

Michigan Small Business Development Center – SBA

SCORE – Service Corps of Retired Executives

Reference librarians will help you search for other books, materials.