

## Creating a Resume

jobstar.org/tools/**resume**/index.php

[www.bestsampleresume.com](http://www.bestsampleresume.com)

office.microsoft.com/en-us

[www.myresumeonline.org](http://www.myresumeonline.org) Write resume and post it online.

[www.resumesplanet.com/](http://www.resumesplanet.com/)

**resume.com** Resume templates here

*www.resumetemplates.org*

*jobsearch.about.com/od/sampleresumes/a/sampleresume2.htm*

[www.instantresumetemplates.com/](http://www.instantresumetemplates.com/)

[www.jobweb.com/resumes.aspx?folderid=116](http://www.jobweb.com/resumes.aspx?folderid=116) *non standard resumes*

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## Prepare for Job Interview

careerplanning.about.com Types of interviews and how to prepare

[http://www.quintcareers.com/interview\\_question\\_database/](http://www.quintcareers.com/interview_question_database/) Hundreds of questions you can read a few at a time with good answers.

[www.allbusiness.com/human](http://www.allbusiness.com/human) Tips to prepare for a job interview.

[www.easyjob.net/career/before-a-job-interview.html](http://www.easyjob.net/career/before-a-job-interview.html)

[www.money-zine.com](http://www.money-zine.com) 6 steps to prepare for the interview.

management.about.com/od/.../a/**Interview**Q70204.htm

www.jobinterviewquestions.org

[www.careercc.com/interv3.shtml](http://www.careercc.com/interv3.shtml)

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## Finding a Job

[www.monster.com](http://www.monster.com)

careerbuilder.com

[www.cnn.com/2008/LIVING/worklife/09/...job.../index.html](http://www.cnn.com/2008/LIVING/worklife/09/...job.../index.html) finding a job during a recession.

[www.bls.gov/oco/oco2004.htm](http://www.bls.gov/oco/oco2004.htm) Bureau of labor and statistics on applying for jobs and evaluating offers

[jobsearch.about.com/od/jobsearchhelp/a/findajob.htm](http://jobsearch.about.com/od/jobsearchhelp/a/findajob.htm) 10 steps to finding a job.

[www.bls.gov/OCO](http://www.bls.gov/OCO) A classic reference about occupations from A to Z. Compiled by the US Bureau of Labor Statistics. Includes a description of the work, training and education

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## CVCA Sources

**Call Number:** 808.06665 NOB

**Title:** Gallery of best resumes : a collection of quality resumes by professional **resume** writers /

**Author:** [Noble, David F.](#)

**Publisher:** Indianapolis, IN : Jist,

**Publication Date:** 1994.

**Physical Description:** vi, 400 p. : ill. ; 28 cm.  
20812

**Call Number:** 808.06665 NEI

**Title:** **BUSINESS WRITING** AT ITS BEST

**Author:** [NEIDITZ, MINERVA H.](#)

**Publisher:** ILLINOIS: IRWIN,

**Publication Date:** 1994.

**Physical Description:** 265 P.  
15481

**Call Number:** 650.14

**Title:** WINNING CAREER MOVES: A COMPLETE **JOB SEARCH** PROGRAM FOR MANAGERS AND PROFESSIONALS/

**Author:** [HENZE, GERALDINE.](#)

**Publisher:** ILLINIOS, HOMEWOOD: BUSINESS ONE IRWIN,

**Publication Date:** 1992.

**Physical Description:** 182 P.  
11718

**Call Number:** 363.2023 Bag

**Title:** The Everything Guide to Careers in Law Enforcement : A Complete Handbook to an Exciting and Rewarding Life of Service /

**Author:** [Bagley, Paul D.](#)

**Publisher:** Avon, Mass. : Adams Media,

**Publication Date:** c2007.

**Physical Description:** 288 p. ; 23 cm  
5184

**Call Number:** CDS 370.11 BOW

**Title:** PUZZLED ABOUT A **CAREER**? GET THE BIG PICTURE/

**Publisher:** OHIO, BOWLING GREEN STATE UNIVERSITY:

**Publication Date:** 2001.

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