

Career Services Reference Library

Items are available for use in the Career Services Lab, NSCC College Center Building 2344B, Monday through Friday, 9:00 a.m. to 4:30 p.m. Materials are for reference only and may not be removed from the lab.

Item Type	Title	Publisher	Date	Copies
Cover Letters	101 Best Cover Letters	Mc Graw Hill	1999	1
Cover Letters	Cover Letter Almanac and Disk	Adams Media	1996	1
Cover Letters	Cover Letters that Knock 'Em Dead	Bob Adams Inc.	1992	2
Interviewing	How to make \$1000 a minute	10 Speed Press	1987	1
Interviewing	Sweaty Palms — The Neglected Art of Being Interviewed	10 Speed Press	1992	1
Interviewing	Using Behavioral-Based Interviewing to Make the Right Choice: Critical Skills for Employers and Educators	CEA / CAFCE Conference	1996	3
Job Search	Ask the Headhunter	Plume BK	1997	1
Job Search	Downsized, But Not Out — How to Get Your Next Computer Job	Mc Graw: Hill	1995	1
Job Search	Get More Money on Your Next Job	Mc Graw Hill	1998	1
Job Search	Getting Past No	Bantam Books	1993	1
Job Search	Getting the Job You Really Want	Jist Works, Inc.	1991	2
Job Search	Getting to Yes	Penguin Books	1991	1
Job Search	Guerrilla Tactics in the New Job Market	Bantam Books	1991	1
Job Search	How to Find a Good Job in Seattle: Your Best Guide to Over 1000 Puget Sound Employers	Barrett Street Productions	1990	1
Job Search	How to Get a Job in Seattle and Western Washington	Surrey Books	1998	1
Job Search	Job Search Handbook	Division of Vocational Rehabilitation	?	1
Job Search	Job Search Workbook	South Puget Sound Community College	1995	1
Job Search	JobTrak Academy - Job Search Skills Course	Jobtrak.com	2001	1
Job Search	No One is Unemployable	Worknet	1997	1
Job Search	Not Just Another Job — How to Invent a Career that Works for You Now & in the Future	Random House	1992	1
Job Search	The Hunt — Complete Guide to Effective Job Finding	Mt. Vernon Press	1992	1
Job Search	The Job Hunting Handbook	Dahlstrom & Co	1995	1
Job Search	The Job Hunting Handbook	Dahlstrom & Co	1998	3
Job Search	The Job Hunting Handbook	Dahlstrom & Co	2000	3
Job Search	The Job Hunting Handbook	Dahlstrom & Co	2002	2
Job Search	The Job Hunting Handbook	Dahlstrom & Co	2004	4
Job Search	The New Quick Job Hunting Map	10 Speed Press	1975	1
Job Search	The Perfect Job Search	Doubleday	1992	2
Job Search	The Very Quick Job Search Activity Book: Activities, Worksheets & Additional Materials to Support a Career Planning & Job Search Program	Jist Works, Inc.	1993	1
Job Search	The Very Quick Job Search: Get a Better Job in Half the Time	Jist Works, Inc.	1996	1
Job Search	Through the Brick Wall: How to Job Hunt in a Tight Market	Villard Books	1992	1
Job Search	Who's Hiring Who? — How to Find that Job Fast	10 Speed Press	1989	1
Reference	20,000 Words Spelled and Divided	Leslie	1971	1
Reference	2001 Cole Directory: Seattle and Suburban Numerical Telephone Directory (Directory by Phone Number), Volume 1	Cole	2001	1
Reference	2001 Cole Directory: Seattle and Suburban Numerical Telephone Directory (Directory by Phone Number), Volume 2	Cole	2001	1
Reference	2001 Cole Directory: Seattle and Suburban Numerical Telephone Directory (Directory by Phone Number), Volume 3	Cole	2001	1
Reference	Book of Lists 2004	Puget Sound Business Journal	2004	1
Reference	Book of Lists 2005	Puget Sound Business Journal	2005	1

Career Services Reference Library

Reference	Career Guide	Fast Company Media Group	2002	1
Reference	Careers in Marketing	Evans & Berman	1995	1
Reference	DO-IT: Disability-Related Resources on the Internet	DO-IT, University of Washington		1
Reference	Elementary Teacher Education Information Packet	Western Washington University		1
Reference	Federal Jobs, The Ultimate Guide: A Complete Directory of Thousands of Professional Positions	Thompson Arco	2002	1
Reference	Greater Seattle Technical Directory			1
Reference	Guide to Business Oriented Organizations in Puget Sound	TLS Marketing		1
Reference	Guide to DVR Services			1
Reference	Handbook For the Sidewalk Economist	WA State Employment Security	2001	1
Reference	Job Choices for Business & Liberal Arts Students	National Association of Colleges and Employers	2006	1
Reference	Job Choices for Science, Engineering, & Technology Students	National Association of Colleges and Employers	2006	1
Reference	Job Choices: Diversity Edition	National Association of Colleges and Employers	2006	1
Reference	Media Inc.'s MasterLists	Media Inc.	1997	1
Reference	Media Inc.'s Northwest Production Index 1998 — Film Video, Multimedia & Audio Production index	Media Inc.	1998	1
Reference	Miscellaneous Information Sheets 1. Careers Related to Holland Types 2. Labor Market Information Sheets 3. HIV/AIDS Resource Listing	Notebook		1
Reference	NACE Salary Survey: A Study of 2003-2004 Beginning Offers	National Association of Colleges and Employers	Fall, 2004	1
Reference	NACE Salary Survey: A Study of 2003-2004 Beginning Offers	National Association of Colleges and Employers	Spring, 2004	1
Reference	NACE Salary Survey: A Study of 2004-2005 Beginning Offers	National Association of Colleges and Employers	Summer 2005	1
Reference	NACE Salary Survey: A Study of 2005-2006 Beginning Offers	National Association of Colleges and Employers	Summer 2006	1
Reference	Occupational Outlook Handbook 2002-2003	US Dept. of Labor / JIST	2002	1
Reference	Offender Re-Entry Guide	Washington State Department of Corrections	2004	3
Reference	Official Internet Yellow Pages	New Riders Publishing	1994	1
Reference	Small Business Start-up Info Package	SBA & Microsoft		1
Reference	The Directory of Websites for International Jobs	Impact Publications	2002	1
Reference	The Job Placement ADA Connection — Limiting Liabilities & Maximizing Opportunities for Training & Placement of Persons with Disabilities	Mill Wright & Assoc, Inc.	1993	2
Reference	The Right Connection to Success	Communications	1997	1
Reference	Unemployment Claims Kit & Job Search Guide	Employment Security		1
Reference	Using Labor Market Info. In Career Exploration & Decision Making - A Resource Guide	NOICC	1986	2
Reference	WA State Registered Apprenticeship Programs	Dept of Labor and Industries	2001	2
Reference	Webster's New Collegiate Dictionary		1981	3
Reference	WOIS Career Information System 2003-2004 User Guide	WOIS	2003	1
Reference	WOIS Career Information System Training Workbook	WOIS	2000	1
Reference	Workplace Essential Skills: Resources Related to SCANS Completeness & Foundation Skills	US Dept. of Labor Employment & Training Administration Education	2000	1
Resumes	101 Grade A Resumes for Teachers	Barron's	1998	1
Resumes	6 Easy Steps to Create Resumes & Cover Letters for Computer Information Students	Regina Pontow	1997	1
Resumes	Best Resumes and CVs for International Jobs: Your Passport to the Global Job Market	Impact Publications	2002	1
Resumes	Blue Collar & Beyond	10 Speed Press	1995	1
Resumes	Blue Collar Resumes	The Career Press	1999	1

Career Services Reference Library

Resumes	Customizing Your Resume	Janet Sekijima & Karen Kirgues		1
Resumes	Damn Good Resume Guide	10 Speed Press	1996	1
Resumes	Electronic Resumes & Online Networking	Career Press	2000	1
Resumes	Expert Resumes for Computer jobs and Web jobs	Jist Works, Inc.	2001	2
Resumes	Expert Resumes for Manufacturing Careers	Jist Works, Inc.	2002	2
Resumes	Expert Resumes for People Returning to Work	Jist Works, Inc.	2003	1
Resumes	Expert Resumes for Teachers & Educators	Jist Works, Inc.	2002	2
Resumes	First Time Resume	William McNeill	2000	1
Resumes	Portfolio Power: The New Way to Showcase All Your Job Skills and Experiences	Publishing Online	2000	1
Resumes	Resumes for Computer Careers with Sample Cover Letters	Editors of V 6 M Career Horizons	1996	1
Resumes	Resumes that Get Jobs	Prentice Hall	1994	1
Resumes	Same-Day Resume: Write and Effective Resume in an Hour	Jist Works, Inc.	2004	1
Resumes	Sample Resume Notebook: Electronics and Engineering	Career Services Staff	-	1
Resumes	Sample Resume Notebook: Internships, Office/Administrative, Health/Medical	Career Services Staff	-	1
Resumes	Sample Resume Notebooks: Networking/IT, Web Development	Career Services Staff	-	1
Resumes	Ten Steps to a Federal Job: Navigating the Federal Job System; Writing Federal Resumes, KSAs and Cover Letters with a Mission	The Resume Place	2002	1
Resumes	The Damn Good Resume Guide	10 Speed Press	1986	1
Resumes	The Federal Resume Guidebook	Jist Works	1999	1
Resumes	The Perfect Resume	Doubleday	1990	1
Resumes	The Resume Catalogue: 200 Damn Good Examples	10 Speed Press	1988	1
Resumes	Winning Resumes for Computer Personnel	Barrons		1
Resumes	Winway Resumes Deluxe User Manual	Winway	2000	1
Self-Help	Career Intelligence — The 12 New Rules for Work & Life Success	Berrett-Kochler Publishing, Inc.	1997	1
Self-Help	Career Satisfaction and Success: How to Know and Manage Your Strengths	Amacom	1988	1
Self-Help	College Majors Handbook with Real Career Paths and Payoffs	Jist Works, Inc.	2004	1
Self-Help	Coping with Unemployment — How to Triumph over the Negative Emotions of Prolonged Unemployment	Marketing Directions	1993	1
Self-Help	Discover O-Net: The Language of Occupational Intelligence	U.S. Dept. of Labor	2001	1
Self-Help	Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Types	Little, Brown	2001	1
Self-Help	Gifts Differing	Consulting Psychologists Press	1980	1
Self-Help	How to Survive Your First 90 Days at a New Company	Career Press	1990	1
Self-Help	Human Relations — A Game Plan for Improving Personal Adjustment	Prentice Hall	2001	1
Self-Help	I Am (already) Successful — 80 Activities on Developing Motivation & Self-Esteem. Getting Motivated, Being Me.	Jist Works, Inc.	1991	1
Self-Help	Introduction to Type – Briggs Meyers	Consulting Psychologists Press, Inc.	1998	1
Self-Help	It's Your Career ... Are You in Charge	Fast Company Media Group	2000	1
Self-Help	Love and Profit: The Art of Caring Leadership	James Autry	1991	1
Self-Help	Please Understand Me II - Temperament Character Intelligence	Prometheus Nemesis Book Company	1998	1
Self-Help	Robert Half — On Hiring	Robert Half	1985	1
Self-Help	Stop Thinking Like an Employee	Dahlstrom and Company	2004	2
Self-Help	Surviving a Layoff — Coping with Emotional, Financial & Job Hunting Stresses of Unemployment	Dahlstrom & Co.	1994	1
Self-Help	Surviving a Layoff — New Opportunities	Dahlstrom & Co.	2000	1
Self-Help	Surviving a Layoff — Unemployment Benefits	Dahlstrom & Co.	1998	2
Self-Help	The 7 Habits of Highly Effective People	Fireside	1989	1
Self-Help	The Mindful Worker — Learning & Working in the	H&H Publishing		1

Career Services Reference Library

	21st Century			
Self-Help	The Professional Image — The Program for Marketing Yourself Visually by America's Top Corporate Image Consultant	Penguin Books	1984	1
Self-Help	The Reinvention of Work — A New Vision of Livelihood for Our Time	Harper Collins	1994	1
Self-Help	The Survival Guide to Life Beyond High School: Education, Work, and the Art of Making it Your Own (Washington Edition)	Steve Laing Publications	1999	1
Self-Help	Transitions: Making Sense of Life's Changes	Addison Wesley Publishing Co.	1980	1
Self-Help	True Work: The Sacred Dimension of Earning a Living	Bell Tower	1998	1
Self-Help	What Color is Your Parachute, 2004 Edition	Ten Speed Press	2004	1
Self-Help	What Color is Your Parachute?	10 Speed Press	1999	2
Self-Help	What's Your Type of Career (Personality Evaluation)	Donna Dunning	2001	1
Self-Help	Where Do I go Next? — Using your Strong results to Manage Your Career	Borgen & Grutter	1995	2
Video – Disabilities	Careers - K-12 & Postsecondary	DO-IT, University of Washington	2001	1
Video – Disabilities	DO-IT Careers 3-Pack	DO-IT, University of Washington	2000	1
Video – Interviewing	Interview Power	National Video Profiles, Inc.	1995	1
Video – Interviewing	Why Should I Hire You?	Jist Works, Inc.	1996	1
Video — Interviewing	The 7 Phases of a Job Interview		1998	1
Video – Job Search	Career & Employment Resources on the Internet	Employment Services		1
Video – Job Search	Get Connected with Your Future	Sematech		1
Video – Job Search	Hidden Jobs	Come Alive Series		1
Video – Job Search	How to Find a Job on the Internet	Jist Works, Inc.	1999	1
Video – Job Search	How to Get the Job You Want			1
Video – Job Search	The Tough New Labor Market		1991	1
Video – Job Search	Trading Up — Building a Career	Miller Park Stadium District Community Program, Inc.	2000	1
Video – Job Search	The Very Quick Job Search: Get a Good Job in Half the Time (DVD)	Jist Works, Inc.	1999	1
Video – Job Search	The Very Quick Job Search: Get a Good Job in Less Time	Jist Works, Inc.	1992	1
Video – Negotiation	Quick Salary Negotiation	Jist Works, Inc.	2000	1
Video – Reference	Career 2000 Technology Discovery Module	Spectrum Industries		1
Video – Reference	Century Careers	NSSC		1
Video — Reference	Internet Basics	Employment Services		1
Video — Reference	NASA Women in Science & Tech Careers	WA Non-Traditional Training & Employment at ECC		1
Video – Resumes	Effective Resumes & Job Applications	Learning Seed	1992	1
Video – Resumes	Electronic Resumes	Employment Services		1