
RESUMES AND COVER LETTERS

REFERENCE BOOKS

RESUMES

175 High Impact Resumes – REF 5383. B324 2002 This resource provides step-by-step guidelines for creating a winning resume. It also includes 175 sample resumes in more than 35 fields.

Developing a Professional Vita or Resume – REF HF 5383. M18 1997 This book offers advice on preparing a professional vita or resume. It also includes work sheets providing step by step guidance through the whole process.

Expert Resumes for Health Care Careers – REF R 690. E52 2004 This resource includes sample resumes for starting or advancing a career in healthcare and advice from professional resume writers.

Real resumes for teachers – REF LB 1780. R43 2000 This book offers helpful advice for those trying to secure a career in teaching and provides example resumes and cover letters.

Resumes in cyberspace : your complete guide to a computerized job search – REF HF5383. C744 1997 This book provides advice on how to write, design and use an electronic resume.

COVER LETTERS

175 High Impact Cover Letters – REF HF 5383. B 323 2002 This resource includes proven samples of cover letters in multiple fields.

201 Winning Cover Letters for \$100,000 + Jobs – REF HF 5383 E477 1998 This book outlines important aspects of creating a cover letter as well as answering frequently answered questions.

Cover Letters! Cover Letters! Cover Letters! – REF HF 5383. F365 1997 This book includes more than 125 examples of cover letters and follow-up letters.

WEB SITES

Accent Resume Writing <http://www.accent-resume-writing.com/> This site provides on-line resume and cover letter writing assistance to job candidates.

Career Services Center http://www.dyc.edu/student_life/career_services.asp The Career Services Center at D'Youville College is committed to providing assistance to those preparing for the job market both before and after graduation.

The Damn Good Resume <http://www.damngood.com/jobseekers/tips.html> Damn Good Resume offers tips and tricks for resume writing and troubleshooting in an interview.

The Job Resource <http://www.thejobresource.com/career/> The Job Resource provides several articles on writing an effective resume.

JobStar <http://jobstar.org/tools/resume/index.cfm> This site offers advice on writing resumes and cover letters.

JobWeb- Resumes and Interviews

http://www.jobweb.com/Resumes_Interviews/default.htm JobWeb provides answers to frequently asked questions about resumes, cover letters and interviewing.