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## RESUMES AND COVER LETTERS

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