

Heidelberg Army Community Service
Employment Readiness Library

These resources are housed in the ACS Career Center. Eligible customers are welcome to check-out the resources for up to 2 weeks at a time. Please see a staff member for assistance.		
Book Name	Author Name	Number of Copies
Best Resumes for Collages and New Grads	Kursmark, Louise M.	1
The Complete Guide to Writing a Federal Resume	Mace, Don	1
Gallery of Best Resumes - Third Edition	Noble, David	1
Gallery of Best Resumes - Fourth Edition	Noble, David	1
America's Top Resumes	Farr, J. Michael	1
Resumes that Get's Jobs	Reed, Jean	1
Resume' Magic	Whitcomb, Susan Britton	1
Expert Resumes for People Returning to Work	Enelow, S. Wedny and Kursmark, M. Louise	1
Federal Resume Guidebook	Troutman, Kraemer Kathryn	3
Ten Steps to Federal Job	Troutman, Kraemer Kathryn	1
High School Resume	Troutman, Kraemer Kathryn	1
Electronic Resumes & Online Networking	Smith, Rebecca	1
Resumes for Dummies	Kennedy, Lain Joyce	2
Career Planning and Adult Development Journal	Enelow, S. Wedny	1
Interviewing Skills & Personal Apperance		1
Interview Rehearsal	Gottesman, Deb & Mauro, Buzz	1
Interview Power	Washington, Tom	1
24 Hours to the Perfect Interview	Deluca, J. Matthew & Deluca, F. Nanette	2
Successful Interview Skills	Corfield, Rebecca	10
Winning Job Interviews	Corfield, Rebecca	4
Perfect Phrases for the Perfect Interview	Martin, Carole	3
How to Say It, Job Interviews	Matias, Linda	6
Creating High School Portfolio	Jist	4

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Job Finding Fast	Farr, J. Michael	1
Job Finding Fast- Instruction's Guide	Farr, J. Michael	1
The Guide to Internet Job Searching	Dikel, R. Margaret	1
A Young Person's Guide to Getting & Keeping a Good Job	Farr, J. Michael and Pavlicko, Marie	1
Military to Federal	Troutman, Kraemer Kathryn	2
No one is Unemployable	Jist	1
Quick Internet Guide to Career and Education Information	Jist	1
Inside Secrets to finding a career in Travel	Rubin, Karen	1
Knock 'Em Dead	Yate, Martin	1
From Army Green to Corporate Gray	Savino, S. Carl & Krannich, L. Ronald	9
The Job Doctor	Norris, Phil	1
I don't know what I want but I know it's not this	Jansen, Julie	1
Mid- Career Crisis	Nave, Russell Jean & Nelson, M. Louise	1
Job Search 101	Jist	1
The Very Quick Job Search	Farr, J. Michael	1
Carreer Survival	Schein, H. Edgar	3
Effective Business and Technical Presentations	Morrissey, L. Georgel and Sechrest, L. Thomas	1
Building a Career Development Program	Knowdell, L. Richard	1
50 Best for Your Personality	Farr, Michael and Shafkin, Laurence	1
10 Best Colledge Majors for Your Personality	Shafkin, Laurence	1
Careers Encyclopedia	The editors of VGM	1
Career Tests	Janda, Louis	1
Improve Your Reading, Improve Your Job	Miller, M. Jeanne	1
The Career Finder	Dr. Schwartz and Brechner, Irv	1
Path Finder	Lindsey, Norene	2

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Lifeplan	Schrank, W. Louise	1
The Right Job for You	Farr, J. Michael	1
Occupational Outlook Handbook	The United States Department of Labor	1
The O*Net	Jist	1
The Work Book	Farr, J. Michael, Gaither Richard and Pickrell R. Michael	1
Post Office Jobs	Boutista, B. Veltisezar	1
Guide for Occupational Exploration	Harrington, F. Thomas and O'shea, J. Arthur	1
Successful Negotiation	Maddus, B. Robert	2
Highly Effective Job Search	Pierson, Drville	3
Job Offer	Wegerbauer L. Maryanne	1
What color is Your Parachute?	Bolles N. Richard	2
The 2-Second Commute	Durst, Christine and Harren, Michael	6
Finding a Job After 50	Woodward, Jeannette	4
The Jonah Factor	Klodt, Ed	5
Finding a Teaching Job	Warner, Jack and Bryan, Clyde	6
Perfect Phrases for Negotiating Salary & Job Offers	Deluca, J. Matthew and Deluca, F. Nanette	6
Identify Your Skills	Jist TV, Vidio	1
Job Search Methods	Jist TV, Vidio	1
Utilize Paper Job Search Tools	Jist TV, Vidio	1
Effective Interviewing Skills	Jist TV, Vidio	1
Organize Your Job Search	Jist TV, Vidio	1
Looking Sharp: Dressing for Success	Jist	2
Summer and Part Time Jobs	Jist	1
Job Fair Success	Jist	1
Who Would You Hire?	C.W. Publications - DVD	1

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Book Name	Author Name	Number of Copies
Off The Hook	Jist - DVD	1
Successful Selling	Tracy, Brian - Vidio	1
Resume Writing	CD	1
Handbook of Career Counseling Theory and Practice	Savickas, L. Mark and Walsh, W. Bruce	1
The Professional Image	Bixler, Susan	1
Leadership Skills for Women	Manning, Marilyn	1
Mid-Career Crisis	Nave, Russell Jean & Nelson, M. Louise	1
The Relocation Spouse's Guide to Employment	Bastress, Frances	1
Vocabulary Improvement	Bonet, Diana	1
Now It's Your Move	Deroche, W. Frederick & Mcdougail, A. Mary	1
Transitions	Bridges, William	1
Transitions	Dr. Schwartz Stephen and Dr. Sena John	1
Retiring from Military Service	K.C. Jacobsen	1
The Complete Job-Loss Recovery Book	Kirkwood, Christopher	1
Managing Disagreement Constructively	Kiudler, S. Herbert	1
Delegating for Results	Maddux, B. Robert	1
Balancing Home & Career	Conrad, J. Pamela	1
Managing Personal Change	Scott, D. Cynthia & Jagge, T. Dennis	1
Re - Careering in Turbulent Times	Krannich, L. Ronald	1
Stress that Motivates	Dru, Scott Ph.D.	1
Working with Volunteers	Morrison, Kittle Emily	1