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Job Quest Catalog

2007 - 2008

10% Instant Savings Edition

Updated March 11, 2008



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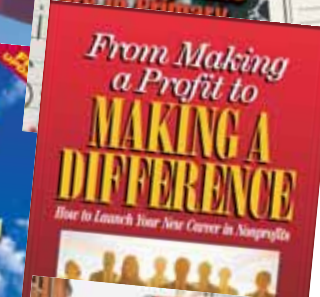
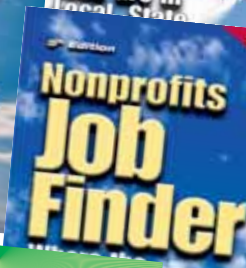
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Warm Regards,

Deena

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Getting the Most From This Catalog



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You get a **10% Instant Discount** on your entire order. If ordering from our **Job Quest Online Bookstore**, be sure to type in **C7-PC10** when asked for your coupon code during checkout.



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Details online To make room for over 120 new career resources, we've moved the descriptions of some older resources on the Internet in our website's **Job Quest Online Bookstore** at <http://jobfindersonline.com>. Our on-line bookstore also includes many other career resources not in this print catalog.



More online This means that you can get a lot more information about a career resource online at <http://jobfindersonline.com>.



Searching online: It's easiest to search for an item using its **Item ID** from the Order Form that starts on page 38. Please use this Item ID and the resource's title when ordering by phone, fax, or mail.



Want a career resource that's not in our print or online catalog? Call, fax, or email us at info@planningcommunications.com and we'll let you know right away whether we can get it for you.



If you have any questions, please do not hesitate to call us.



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Starts at \$5.50 for the first item plus \$1.25 for each additional item when you prepay an order. Use the formula in the right hand column on page 41. On purchase orders, we will charge the actual cost of UPS ground service which may be less or more than the formula.

All prices are subject to change.

Some items may be drop shipped directly from their publisher.

Whenever possible, orders are shipped via United Parcel Service ground service to destinations within the Continental U.S. Be sure to **include your street address** and suite or apartment number on your Order Form. Provide your email address so you can track your package online for free.

Orders to **Hawaii, Alaska, Puerto Rico, and military addresses** are shipped via priority mail. Orders sent **elsewhere outside the U.S.** are shipped via insured air parcel post.

Allow 5 to 21 days for delivery.

Overnight and second-day air delivery are available for an additional fee. Call us for the exact amount for your order.

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Purchase Orders

All orders from individuals and businesses must be prepaid. Sorry but we cannot accept C.O.D. orders.

Purchase Orders are accepted only from schools, libraries, government agencies, and bookstores located in the U.S.A. Terms: 30 days net. Late payments are subject to 1.5 percent monthly interest plus collection fees.

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Be sure to indicate on the last page of your Order Form how you want us to invoice backorders.

Unbeatable 2-Month Return Period

If you are dissatisfied with any item you buy from us, **you may return it within two months** of the shipping date as long as it is in **saleable** condition.

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To get your 10% Instant Discount: At the beginning of your call, tell us your coupon code is **C7-PC10**.

Online

Visit <http://jobfindersonline.com> VISA, MasterCard, American Express, or Discover Card accepted.

To place a purchase order online: Select "Purchase Order" when asked how you wish to pay and enter your purchase order number when asked for it on the next screen.

To get your 10% Instant Discount: Enter **C7-PC10** when asked for a coupon code during checkout.

Mail

Mail your purchase order or your order form (with payment in U.S. funds drawn on a U.S. bank or credit card) to:

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Credit card or purchase order

To get your 10% Instant Discount: Your fax must give us your coupon code: **C7-PC10**.

Individuals and businesses must prepay all orders by check, money order, or credit card. Sorry, we cannot accept C.O.D. orders.

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Featured Books

“Dream It Do It Club” Members Score Higher Grades and Higher Graduation Rates!

Did the “Dream It Do It Club”® at Palm Beach Community College’s Eissey campus lead to higher graduation rates and higher grades for its members, or is the club what more motivated students join? We’ll never know. But the data the school’s dean covering the club’s first two years — shown on the right — reveals a graduation rate for DIDI Club members six times greater than for all students, more than three times as many DIDI Club members were still in school or graduated, and their grades were much better than for the full student body.

Seeking ways to help nontraditional students who didn’t go to college straight from high school find their way in school and life, academic adviser Beverley Berlin Mas launched the first “Dream It Do It Club”® at Palm Beach Community College a few months after *Dream It Do It: Inspiring Stories of Dreams Come True* was first published in 2004.

Her own life story is one of the 37 featured in the book, now in its revised second printing. Starting with seven members, her initial club has grown to over 700 members in 2007 and is being replicated at all four campuses of her school. Members include students as well as men and women from the surrounding community. The clubs use *Dream It Do It* as their guide and basis

for much discussion at monthly meetings that often feature a guest speaker.

Other activities include community service projects that have raised funds for a wide variety of groups and individuals in need, as well as assistance to individuals seeking to find and achieve their dreams.

Thanks to donations from community members who believe in what the Dream It Doers are accomplishing individually and as a group, Beverley’s “Dream It Do It Club”® has established a scholarship fund that has awarded more than \$8,000 in scholarships to club members.

Discover for yourself how *Dream It Do* can change the lives of even the most discouraged and unmotivated students. See sample chapters, table of contents, and reviews; hear author interviews, and more at <http://dreamitdoit.net>. Call us toll-free at 888/366-5200 if you’d like to establish a “Dream It Do It Club”® at your school or organization.

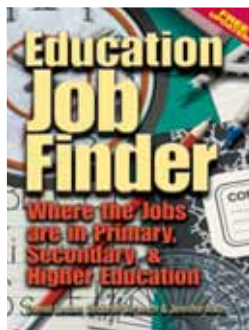
Measure	DIDI Club Members	All Students
Graduated	31%	5%
Graduated or still enrolled	88%	24%
Cumulative GPA > 1.99	100%	71%

“Expert... solid advice.”
— *Midwest Book Review*

“Very well organized... powerful roadmap for success... “Dream CPR” will breathe new life into your buried dreams.” — *Rebecca Johnson, “The Rebecca Review”*



Sharon Cook and Graciela Sholander
\$16.95, updated 2007
second printing,
238 pages
ISBNs: 1-884587-30-5
978-884587-30-6
Call us toll-free at
888/366-5200 for big
discounts on quantity
purchases.



Available beginning
September 2008
Details on page 21.



Available beginning
September 2008.
Details on page 23.



Available beginning late
November 2008.
Details on page 30.



Save 50%.
Details on page 27.

Top resources for all the tools needed to land your job

Each of the *Job Finders* offers candid details on over 1,500 of the most current and productive resources for finding jobs online, in print, and via networking.

They take readers through each website step-by-step to get to all of its job-search resources, warn of suspicious job sites, and get readers to lesser-known websites that focus on specific professions, often much better

places to find openings than the well-known, broad-scope job and resume sites.

They also report on print and online directories to use for networking and to research potential employers as well as salary surveys to arm readers with the facts and data they need to successfully negotiate salaries and benefits.

No matter which job-search techniques you want to use, the best resources for them are in each *Job Finder*.

Job Finders for the business world will be published in 2008. We will announce their titles and publication dates in early 2008 on our website, <http://jobfindersonline.com>.

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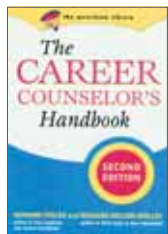
Order form starts on page 38. Visit <http://jobfindersonline.com> for new books and updates.

Career Center & Library Resources

NEW

Career Counselor's Handbook, 2nd ed

Richard Bolles and Howard Figler
\$19.95, 2007, 308 pages, second edition



Updated to address the specifics of today's job market, this long-awaited new edition is a one-stop resource for counselors looking to be more efficient, get a recharge of inspiration and ideas, or break into the career counseling business. It's a thorough revision with seven new chapters from two of the nation's top career authorities! From practical matters to ethical concerns, Bolles and Figler provide all the professional tools, problem-solving tips, and soul-searching wisdom a counselor needs to ensure a successful and satisfying practice. Learn how to deal successfully with the challenges career counselors run into, how to understand your clients' motivations, which tools to use, how to set up a career counseling practice, and more. And for when the going gets tough, this extraordinarily insightful resource helps experienced and beginning career counselors alike learn how to deal with their own need for motivation.

NEW

Very Quick Job Search Video, 3rd ed on DVD or VHS

JIST Works
\$149.00, 2007, 35 minutes, on DVD and VHS



Ever have just 30 minutes to teach a student or client how to quickly find a job? Then this all-new third edition is for you! This video helps viewers better understand different job search techniques so they can decrease the amount of time it takes them to find the job they crave. No book alone can achieve what watching this video can do. This engrossing video (1) explores the effectiveness of traditional job search methods; (2) redefines the job interview and shows how increasing the number of interviews you get can increase your chances of getting the job you want in less time; (3) illustrates new techniques for identifying job opportunities; (4) shows what networking is, how to build a network, and the three questions to ask each contact you make; (5) demonstrates how to use resources like the Yellow pages, Internet, and telephone to find potential employers through cold calling; and (5) how to use multiple techniques to conduct a job search and the importance of planning and preparing yourself. For details and pricing for the available companion *Activity Book*, *PowerPoint Presentation*, and *Instructor's Curriculum*, call us at 888/366-5200.

20% OFF

Tough Times Job Strategies

Cambridge Educational
Save 20% only while supplies last: \$71.96 (\$89.95 retail), 2003, 24-minute VHS video

Whether viewers are just entering the workforce as a recent grad or changing careers, this program will help them develop strategies to find and keep a job in today's challenging economy. Packed with real-life examples and practical advice, this video features interviews with people in many different jobs and professions, as well as valuable tips from career counselors. Viewers will learn how to research career options, use employment opportunity resources, and discover ways to network.

Key Reference Works

Help students and job seekers identify the specific jobs and careers that fit their interests with these reliable sources of information and earnings data on hundreds of career and job options.

NEW

Occupational Outlook Handbook, 2008-2009

U.S. Department of Labor; published by JIST
\$19.95 (paperback), \$25.95 (hardcover), April 2008, 718 pages



Thanks to 10 major changes, this new edition of the OOH from JIST renders all previous editions obsolete. Visit our online bookstore for a detailed description of these 10 major changes that make this new edition easier to use, more accurate, and far more useful. Students, job seekers, and career changers can use this all-new edition to identify new jobs and careers that will appeal to them, research career fields, avoid fields in decline, and identify key skills to emphasize in resumes and during job interviews. Get with well-written descriptions of job duties, working conditions, required education and training, skills needed, earning potential, job prospects, job outlook and career advancement, and sources of additional information. The **new self-assessment section** helps match readers to the OOH jobs. The hardcover edition stands up longer to the wear-and-tear this book receives. [More online](#)

NEW

Enhanced Occupational Outlook Handbook, 6th ed

J. Michael Farr and Laurence Shatkin
\$39.95, 2006, 768 pages, sixth edition



The single most comprehensive resource on job information with up-to-date details on more than 5,600 jobs! The *Enhanced OOH* is for serious job seekers and students conducting more in-depth career research. It combines the complete text of the latest OOH with descriptions of related jobs from the latest O*Net database and the *Dictionary of Occupational Titles*. Easier to use because it's organized by clusters of related jobs, it provides interesting narratives on the nature of the work, working conditions, job outlook, education needed, earnings, related occupations, web sites and other sources of information, and current labor market conditions.

NEW

O*NET Dictionary of Occupational Titles, 4th ed

J. Michael Farr & Laurence Shatkin
\$39.95, 2007 672 pages, fourth edition, paperback

Indispensable resource! Worth its weight in gold



Job seekers, career changers, and students will find an in-depth resource here — a treasure trove of information that helps them quickly learn about hundreds of jobs. Featured information, vital to career exploration, includes a job's education, training, and experience level; annual earnings; projected growth through 2014; number of people employed; number of annual openings; skills, abilities, and knowledge needed; work activities; RIASEC personality type; working conditions; work values; *New Guide for Occupational Exploration* interest area and number; *Classification of In-*

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Save over 16%
You pay only \$79.99
 Regularly \$95.95!

Exclusive discount for Job Quest customers

NEW

Virtual Job Interview

Carrie Rafanello-Bazar

Save almost \$16 with your 10% Instant Discount so you pay only \$79.99, (Retail \$95.95, our regular price is \$88.88), 2005, Interactive DVD for Windows and Mac

Improve interview readiness, boost confidence, and calm interview anxiety with this cutting-edge interactive DVD simulation of a job interview. Users of this innovative and engrossing DVD:

- ★ Develop a better understanding of their role as the job applicant.
- ★ Recognize effective and ineffective responses
- ★ Learn which questions are illegal and how to handle them effectively
- ★ Job seekers develop winning interview skills and gain a competitive edge with the only virtual interview program that actually responds to a user's answers. Practicing with interactive questions ensures career success!

Blending sound strategies with engaging wit, *The Virtual Job Interview* simulates the job interview. In a video clip, the interviewer asks the user a typical job interview question. The user is given a choice of responses and a new video clip plays with the interviewer's response. A wide range of questions and answers is explored until the user is ultimately hired, put on file, or has his or her application torn up on the spot!

Enhance promotion and outreach for University and Community College Career Services High School and Vo-Technical Guidance Offices!

- ★ Ideal for university and community college career and job placement centers, Workforce and One Stop operations, and more
- ★ Increase your success rate of student placement and reduce the amount of time you spend providing one-on-one attention
- ★ Provide an experiential learning opportunity that is convenient and designed for today's learners.
- ★ Address multiple learning styles through interactivity.
- ★ Allows for an alternative delivery method for presenters at group workshops and in classrooms.

Learner outcomes for users of *The Virtual Job Interview* include:

- ★ Increased comprehension of the roles and responsibilities of the interviewer and the applicant.
- ★ Identification of the key factors in the interview preparation process
- ★ Better understanding of the components of both an effective and an ineffective interview response
- ★ Awareness about illegal interviewing questions and appropriate responses
- ★ Improved interview readiness



structional Programs course titles; related *Dictionary of Occupational Titles* jobs; related *Occupational Outlook Handbook* jobs; of official O*NET code, and more!

This new fourth edition features completely updated job descriptions and data, all of the newest jobs listed in the latest version 11 O*NET database, and a new chart linking 5,700 military job titles to civilian occupations to help transitioning military easily find careers that are related to their experience. [More online](#)

Indispensable resources for career centers and libraries:

- Successful Job Search Series on DVD or VHS*, page 38
- Ferguson Resource Guide for Women and Minorities*, page 6
- Ferguson Resource Guide for People with Disabilities*, 3rd ed, page 9
- Ferguson Resource Guide to Internships and Summer Jobs*, page 13
- Ferguson Resource Guide to Apprenticeship Programs*, 3rd ed, page 28
- Ferguson Resource Guide to Grants, Scholarships, and Other Financial Resources*, page 37

Recruiters

NEW

Directory of Executive Recruiters

Kennedy Publications

\$59.95, 1,172 pages, 2007-2008 edition, [free updates online](#)



The only affordable directory of executive recruiters! It provides full details on 16,500 recruiters at 5,700 firms throughout the U.S.: full contact information, individual recruiter specialties, firm description, specific functional areas and industries served, branch offices and contact information, affiliated firms, minimum salary for positions the firm handles, and membership in networks of independent recruiting firms. Indexed by 565 recruiter specialties, 65 management functions, 65 industries, location, and key principals. Includes a free copy of the *Kennedy Career Resource Kit* CD-ROM that gives readers strategies for working with recruiters.

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Order form starts on page 38. Visit <http://jobfindersonline.com> for new books and updates.

NEW

WinWay Resume Deluxe

[Get full details online](#)

WinWay Corporation

Save 43%: \$39.66 after applying your 10% Instant Discount (Retail: \$69.95; our regular price is \$44.07), requires Windows Vista, XP, 2000, 98, or ME. Version 11. 2005. **Unlimited users on one computer.** Prices for 5, 10, 25, and 50 computer network licenses are online. Call us at 888/366-5200 for a quote on a license for any other size network. CD-ROM

Save 43% We always ship the newest version.

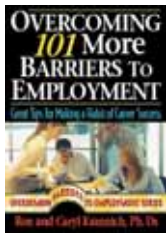
The best full-featured job-search and job application, this all-new edition of *WinWay Resume* makes it easy to post online the resumes and cover letters you create with it as well as print attention-getting printed resumes. In addition to its **13,000 customizable resumes** for nearly every career and **over 100,000 job-winning phrases** for virtually every industry, it includes **hundreds of persuasive cover letters**, a multimedia **interview simulator** for practicing Q&A's, a **salary negotiation advisor**, and a **contact manager**. Use the all-new *WinWay Resume* to automatically **post resumes** to multiple job sites without having to reformat, create your own **resume web page**, email your resume, and instantly search scores of job databases simultaneously. Users can also export resumes to any word processing program; use the **Enhanced Resume Auditor** to find over 100 types of resume mistakes before sending out your resume; and use over 200 new attention-grabbing design themes.

Overcoming Barriers

NEW

Overcoming 101 More Barriers to Employment

Ron and Caryl Krannich
\$17.95, May 2008, 208 pages



While the authors' *Overcoming Barriers to Employment* (2006; available online) focused on 127 barriers to finding a job, this new book examines an additional 101 barriers to keeping a job and advancing one's career. Some barriers relate to red flags such as the lack of appropriate skills, negative attitudes, and avoiding responsibility, which can be overcome by making behavioral changes. Other barriers relate to circumstances beyond an employee's control, such as

location, outsourcing of jobs, changing technology, and layoffs due to a weakening economy. Beginning with a self-assessment test ("Overcoming Barriers I.Q.") to identify barriers affecting the reader, the authors describe and analyze each barrier and offer useful advice on how to best overcome the barrier.

wrong places, and prematurely accepting a job offer. Misunderstanding job market realities, job seekers make numerous mistakes that frequently result in self-fulfilling prophecies.

Each chapter identifies a major mistake and then offers analyses, self-tests, exercises, and resources for avoiding the error in the future. It's the perfect job-search guide for everyone, from students, job changers, and displaced executives to ex-offenders and transitioning military personnel.

Job Interview Tips for People With Not-So-Hot Backgrounds: How to Put Red Flags Behind You to Win the Job

Ron and Caryl Krannich
\$14.95, 2004, 145 pages

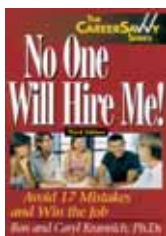
Red flags hurting your job prospects? Ever been fired, received poor grades or negative job reviews, dropped out of school, failed a drug test, been incarcerated, or lack necessary workplace skills or experience? These tips show how to prepare for sensitive interview questions that could derail your job search and explain how to craft honest and positive answers that will convince employers you're the best candidate for the job, despite a not-so-hot background. [More online](#)

NEW

No One Will Hire Me!

Avoid 17 Mistakes and Win the Job, 3rd ed

Ron and Caryl Krannich
\$15.95, 2007, 198 pages, third edition

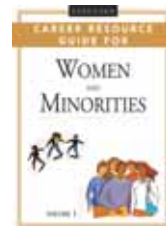


Finding a job is especially tough for job seekers with difficult backgrounds, questionable behaviors, or less than ideal work habits. From ex-offenders to students and career changers, this new edition explains how to clearly communicate your qualifications — from goals to patterns of accomplishment — as it shows how to change career-limiting habits and how to avoid the 17 most serious mistakes job seekers make, from failing to articulate goals and knowing one's worth to improperly using Internet resources, looking for jobs in the

NEW

Ferguson Resource Guide for Women and Minorities

Ferguson Publishing
\$125.00, 2006, 800 pages, hardcover, two volumes



An incredible bargain for the price, this huge set provides detailed information on hundreds of organizations, colleges, foundations, and publications devoted to the career and educational advancement of women and minorities. Volume 1 of this set addresses resources for women, and Volume 2 addresses resources for minorities. Each volume contains essays on topics such as mentoring, workplace diversity, and child care. This new two-volume directory is divided into sections on financial aid (such as awards, fellowships, and scholarships), organizations (such as professional groups, fraternities, and sororities), and additional resources (such as Boys and Girls Clubs, internships, and publications). Each volume also features an insti-

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tution and financial aid index, a state index, and an academic index. Volume 2 also offers a minority index.

**Additional resources described
online at
<http://jobfindersonline.com>**

Overcoming Barriers to Employment

Ron and Caryl Krannich

\$17.95, 2006, 212 pages **Details online**

Job Hunting Tips for People with Hot and Not-So-Hot Backgrounds

Ron and Caryl Krannich

\$17.95, 2005, 227 pages **Details online**

Resume, Application, and Letter Tips for People with Hot and Not-So-Hot Backgrounds

Ron and Caryl Krannich

\$17.95, 2006, 212 pages **Details online**

Winning Letters That Overcome Barriers to Employment

Daniel Porot & Frances Bolles Haynes

\$17.95, 2006, 186 pages **Details online**

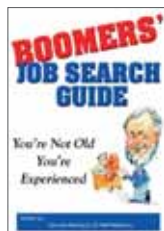
Age

NEW

Boomers' Job Search Guide: You're Not Old, You're Experienced

Saundra Marling and Jill Pfaff Waterbury

\$19.99, 2006, 123 pages



Here's an easy to follow guide for mature workers, covering the ten primary aspects of the job search from the perspective of today's Baby Boomers: Assessments — Assessing your skills, accomplishments, and personality; Decision Making — Taking time to weigh your options and consider the alternatives; Setting Your Plan — A marketing plan is necessary for a focused search; Resume — A well-written resume illustrates recent experience and accomplishments; Image —

Personal presentation makes a big difference; Targeting Your Markets — Where to locate the markets and how to open them; Networking and Informational Meetings — The most important part of your job search; Interviewing — Basics for a successful interview; Negotiating — Negotiating the best Win/Win situation for both you and the employer; Communication — Well-written and good verbal communication is a must. Includes success stories related of actual people who have made successful changes after 50; web sites; examples of resumes and letters; inspirational quotes; lists of employers that target older workers; and a listing of traits the older worker is selling.

NEW

Resumes for Mid-Career Job Changes, 3rd ed

Editors of McGraw-Hill

\$11.95, 2006, 144 pages, third edition

Learn how to craft a resume for changing careers by putting your experience and education in perspective. Spelling out the essential ingredients of a successful resume for the career changer, this

new edition offers expert advice on crafting a concise, stylish resume that will instantly draw notice. Nearly 100 sample resumes and 20 cover letters illustrate how to tailor your resume to translate the skills you've used in old your career to a new career. Learn how to use an active vocabulary, what formats and layouts work best for your situation, as well as techniques for submitting resumes electronically for scores of different situations.

NEW

Expert Resumes for Baby Boomers

Wendy Enelow and Louise Kursmark

\$16.95, 2007, 268 pages



The first baby boomers are turning 60 this year, and unprecedented numbers of them are thinking of careers beyond retirement. The youngest baby boomers are in their early 40s and reaching the peak of their work lives. What all these millions of people have in common is a desire to find satisfying work that complements their personal lives rather than distracts from it. This insightful new guide presents more than 100 professionally-written sample resumes for people

facing career crossroads: advancing, downsizing, retiring, returning to work after an absence, changing careers, starting their own business, and more. In addition, the book includes step-by-step instructions and strategies for writing perfectly targeted and professional resumes for all situations.

NEW

What Color Is Your Parachute? For Retirement

Richard Bolles and John Nelson

\$16.95, 2007, 263 pages



For more than 35 years, What Color Is Your Parachute? has guided millions of job-hunters to find satisfying careers. Now, Parachute for Retirement will help them plan for the next stage of work and life. It provides savvy guidance for working after "retirement" — especially how to identify your dream work and how to get it. Going beyond financial planning, Richard Bolles and retirement expert John Nelson tackle readiness in terms of money, health, and happiness,

using the latest research from economics, medicine, and psychology. This innovative retirement planning guide for all career stages, inspired by the world's best-selling career book introduces the "Retirement Well-Being model," which is already being used for educational programs covering millions of employees in government, corporate, and nonprofit settings. It includes practical exercises, illustrations, and print and Internet resources throughout.

NEW

Working After Retirement for Dummies

Lita Epstein

\$21.99, 2007, 360 pages



The friendly guide for retirees who want to get back into the workforce. More than 76 million baby boomers will begin retiring in 2011, 80 percent of which expect to continue working past the age of 65 due to financial and healthcare concerns. This insightful new guide shows retirees and workers approaching retirement age how to stay in the workforce and thrive after 65 or get back into the workforce after retirement. It covers new job searching and resume writing; how to

overcome employer myths about retirement age workers; and the flexibility of various career options from telecommuting to job sharing. In addition, it also covers nontraditional job search methods

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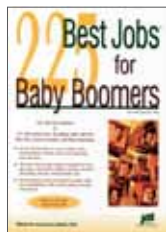
Order form starts on page 38. Visit <http://jobfindersonline.com> for new books and updates.

that work particularly well for seniors. Even retirement age workers who just want to volunteer their time will find helpful, straightforward advice on getting back to work at any age.

NEW

225 Best Jobs for Baby Boomers

Michael Farr and Laurence Shatkin
\$16.95, 2007, 464 pages



Nearly 80 percent of today's 76 million baby boomers plan to keep working in their next stage of life, 56 percent of them want new careers. Uncover their best job options, including new or better careers, part-time work, more-interesting work, self-employment, careers that consider age-sensitive abilities, good-paying jobs that use their skills, and more. Include more than 75 "best jobs" lists for baby boomers based on three age groups, age-sensitive abilities, earnings, growth, number of openings, education and training, interests, personality type, and gender; plus, 225 brief job descriptions packed with current labor market information on wages, growth, tasks and responsibilities, skills needed, education required, percent part-time and self-employed, and work environments.

Over-40 Job Search Guide: 10 Strategies for Making Your Age an Advantage in Your Career

Gail Geary
\$14.95, 2005, 244 pages



Learn how to overcome the subtle and overt age discrimination that permeates today's job market, by conducting an "ageless" job search by identifying and promoting your age advantages in networking, resumes, and interviews; responding skillfully to age-related questions; updating your total personal and professional image; emphasizing your experience and strengths on your resume; making a positive, memorable impression when networking and interviewing; and using proven strategic methods to find job opportunities, both traditionally and online. Geary shows how to overcome age-related stereotypes (overqualified, overpriced, skills not current, job is bridge to retirement) and how to produce an "ageless" resume.

NEW

How to Find a Job After 50: From Part-Time to Full-Time from Career Moves to New Careers

Betsy Cummings
\$14.95, 2006, 201 pages

Job hunting gets a lot tougher when you're over 50. Learn how to change your job search strategies, resume and cover letter writing, and interviewing technique to overcome rampant age discrimination. For older folks re-entering the workplace, get solid, practical hands-on tips on how to gain necessary experience and handle the transition back to the workplace after a long absence. Be prepared for that job interview, especially when the interviewer is 25 years younger than you!

Too Young to Retire: 101 Ways to Start the Rest of Your Life

Marika and Howard Stone
\$13.00 2004, 176 pages

Like the authors, many people over 65 just don't want to retire. Here's insider help for launching a second career, starting a business, or going back to school. This book helps readers discover their labors of love and inner activists as they create inventive, exciting retirement alternatives. Enlightening exercises and workbook pages, plus a comprehensive list of publications, home exchange organizations, and web sites help readers make meaningful choices.

Women

NEW

Directory of Financial Aids for Women 2007-2009

Gail Ann Schlacter
\$45.00, 2007, 560 pages, hardcover

The most comprehensive single source for scholarships, fellowships, loans, grants, awards, and internships from high school through postdoctoral work, this thorough directory describes in detail 1,511 funding opportunities available to women, arranged by program type. Also indexed by sponsor, title, geographic coverage, subject, and deadline, it provides complete application information, purpose, eligibility, duration, number awarded, and everything else you need to decide which financial aid package is best for you.

NEW

Financial Aid for Minorities Directories from Reference Service Press

Each of these timely directories is the most comprehensive single source for scholarships, fellowships, loans, grants, awards, and internships from high school through postdoctoral work for members of the "minority" group it targets. Funding opportunities are arranged by program type. Also indexed by sponsor, title, geographic coverage, subject, and deadline. Each directory provides complete application information, purpose, eligibility, duration, number awarded, and everything else readers need to decide which financial aid package best fits them. All are written by Gail Ann Schlacter and R. David Weber. Drop shipped directly from the publisher in California.

"Most thorough financial aid directories!" — Daniel Lauber, *Job Finder* author

NEW

Financial Aid for African Americans 2006-2008

\$40.00, 2006, 544 pages, hardcover
More than 1,500 funding opportunities.

NEW

Financial Aid for Asian Americans 2006-2008

\$37.50, 2006, 408 pages, hardcover
Over 600 funding opportunities.

NEW

Financial Aid for Hispanic Americans 2006-2008

\$40.00, 2006, 488 pages, hardcover
Over 1,400 funding opportunities.

NEW

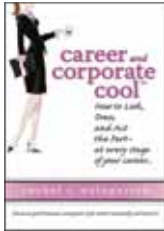
Financial Aid for Native Americans 2006-2008

\$42.50, 2006, 568 pages, hardcover
Over 800 funding opportunities.

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NEW**Ferguson Resource Guide for Women and Minorities**

Full details on page 6.

NEW**Career and Corporate Cool: How to Look, Dress, and Act the Part — at Every Stage of Your Career**Rachel Weingarten
\$21.95, 2007, 260 pages, hardcover

Learn how to look, dress, and act the part at every stage in your career — because smart business and great style aren't mutually exclusive. Style and marketing maven Rachel Weingarten guides women on how to look, act, dress, and fit the part in any industry. Whether starting a first job out of college, restarting a career after spending time on the mommy track, or a mid-career transition, She gives modern working women all the tips, tricks and no-nonsense advice on how

to fit in and feel comfortable at any job — including how to dress, act, interact, and communicate with your own signature style. Weingarten includes real-world advice and insights from cool people with different outlooks and experiences, as well as guidance from corporate coaches and industry experts. Proving that smart business and great style aren't mutually exclusive, each chapter addresses different elements in building personal brand equity. Topics include interviews and resumes, corporate events, dealing with bosses and staff, networking, inter-office dating, fashion and beauty advice, and even Internet etiquette.

NEW**Double Outsiders: How Women of Color Can Succeed in Corporate America**Jessica Faye Carter
\$16.95, 2007, 256 pages

Ideal for any minority woman eager to advance her career, this insightful new book offers valuable insights on everything from bypassing career derailers to understanding corporate cultures, to developing relationships with mentors and handling the “fast track.” It's the first book of its kind to help women of color combat the barriers they may face along their career path. Empowering African American, Latina, Asian, South Asian, Middle Eastern, Native American, and multiracial women to clarify the challenges they face and debunk myths and fallacies about them in corporate environments, it analyzes the critical success factors of professional women of color, provides resources, and offers potential insight into one of the fastest-growing employee demographics. Learn from the experiences of minority women who have excelled in the corporate world and how they've juggled challenges in the workplace and at home.

Minorities & Immigrants**NEW****Black Out: The African American Guide to Successfully Redefining and Understanding Your Employment Options Outside of Corporate America**

Complete details appear under “Changing Careers” on page 11.

NEW**Ferguson Resource Guide for Women and Minorities**

Full details on page 6.

NEW**2007–2008 Black Scholarship Guide for Students**Dante Lee
\$16.95, 2007, 190 pages

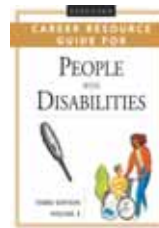
A complete financial guide for college and high school students with details on more than 1,000 scholarships, grants, fellowships and internships for African American students and students of color. More than \$50 billion are available from federal, state and institutional sources and billions more are provided by private donors and corporate sources. Learn how to find the best resources for your career path. The benefits of college work-study programs and loans are also ad-

ressed in this precise planner, the importance of preparation and the best ways to enlist the help of your parents, guidance counselor, the Internet, community resources and how to gain the attention of scholarship judges with community service, good grades and proven leadership skills.

NEW**Latino Advantage in the Workplace: Using Who You Are to Get Where You Want to Go**Mariela Dabbah, Arturo Piore, Julie Stav
\$19.95, 2006, 200 pages

Teaching Latinos to use their innate, culturally-based skills more effectively in the workplace. This career advancement book focuses on using your personal skills and styles to your advantage and downplaying them when they actually are hurting you. It is about overcoming negative stereotypes and taking advantage of positive ones. Your background, personal heritage and cultural pride can be a great source for success, as well as a roadblock. Learn to take full advantage

of who you are and succeed being just that.

Disabilities**NEW****Ferguson Resource Guide for People with Disabilities, 3rd ed**Ferguson Publishing
\$125.00, 2006, 1,024 pages, hardcover, two volumes, third edition

Discover more than 8,000 resources — 3,000 new to this edition — to help people with disabilities pursue their educational and career goals. All the entries in this newly revised edition have been thoroughly reviewed and updated, with a total of 51 subject categories. Topics covered include assistive technology, educational and vocational assistance, government bodies, libraries and research centers, and more. Indexes list entries by disability, geographical location, and organization name.

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Ex-Offenders

NEW

The Ex-Offender's Job Hunting Guide: 10 Steps to a New Life in the Work World

Ron and Caryl Krannich, foreword by Joyce Lain Kennedy
\$17.95, 2005, 217 pages



Ex-offenders face special challenges when looking for employment, from identifying ex-offender-friendly employers to difficult interview questions about their backgrounds, goals, and accomplishments. Like a trusted friend or counselor, this comprehensive yet concise book helps ex-offenders develop the proper attitudes and strategies for landing jobs that can lead to rewarding long-term careers. Individual chapters address such vital issues as attitudes, motivations, goals, research, networking, applications, resumes, cover letters, interviews, and starting a new job. It covers the psychological adjustments and financial needs of ex-offenders as well as a special section on community-based organizations and services designed to assist ex-offenders in transition. Rich with examples, tests, and exercises to help ex-offenders develop a plan of action for ensuring success in today's highly competitive job market. **More online**

NEW

Best Resumes and Letters for Ex-Offenders

Wendy Enelow and Ron Krannich
\$19.95, 2006, 272 pages



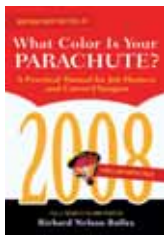
Over 650,000 ex-offenders are released from U.S. state and federal prisons each year. Another 10 million are processed through jails and detention centers annually. Unfortunately, nearly 70 percent of ex-offenders return to prisons and other detention facilities within three years. Their top problem in making a successful transition is finding and keeping a job. Here's the first resume and letter guide designed to assist ex-offenders in finding rewarding employment. Written by two of America's leading career experts, the book addresses special employment issues facing ex-offenders and provides sound advice on how to write, produce, distribute, and follow up resumes and letters. Includes more than 100 examples of outstanding resumes and letters written for ex-offenders.

Career Guidance

NEW

What Color is Your Parachute?

Richard Nelson Bolles
\$18.95, 2008 edition, 382 pages
\$18.95, 2009 edition available in October 2008, 408 pages



Worth a fresh look! Not your father's Parachute anymore. Thoroughly revised!

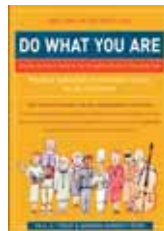
This totally rewritten and updated new edition is well worth a fresh look! Bolles offers new strategies and quick fixes for getting unstuck during your job search; improvements to the efficiency of the exercises to yield better results; and updated resources throughout. Bolles gently and insightfully guides readers past all the trendy balderdash to explain which job-search methods actually work and how to identify the

type of work they really want. Learn how to translate your passions and skills into the career and job you crave, whether just starting out or changing careers. Discover how to reach the person with the power to hire you. Learn how to shine in the interview, successfully negotiate salary, start your own business, and so much more. All with the famed Dick Bolles wit and wisdom. **More online**

NEW

Do What You Are, 4th ed

Paul Tieger & Barbara Barron-Tieger
\$18.99, 2007, 384 pages, fourth edition



Rather than offering the generic, one-size-fits-all advice of other career guides, this new edition helps readers discover their "personality type" — how you process information, make decisions, and interact with the world around you. Dozens of appropriate occupations are offered for each type. Using workbook exercises and real life examples to highlight the strengths and pitfalls of each personality type, it shows readers how to use their unique strengths to customize their job searches to produce the best results in the shortest amount of time. It also shows how to get the most out of your current career. Revised and fully updated for the Internet Age, this all-new edition includes real-life case studies of people who share the reader's personality type as well as information on newly emerging careers, overarching trends in the job market, growths and shifts in the world economy, and specific job-search strategies that take advantage of the latest tools and technology.

NEW

Knock 'Em Dead

Martin Yate
\$14.95, 2008 edition, 339 pages
\$14.95, 2009 edition available in October 2008, 324 pages

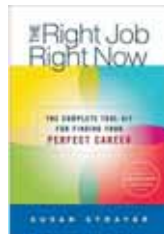


Yate's up-to-date new edition offers insightful guidance on every aspect of the job search. It's particularly helpful for learning a broad variety of techniques to find job openings, prepare effective resumes and cover letters, and approach employers directly even before jobs are advertised. Yate presents the latest wisdom about online research and networking, dealing with executive recruiters, and negotiating compensation packages. Most of the book, though, continues to offer some of the best advice anywhere for job interviews, handling objections, and closing the deal. Includes online and offline resources.

NEW

Right Job, Right Now: The Complete Toolkit for Finding Your Perfect Job

Susan Strayer
\$15.95, 2006, 300 pages



Bridging the gap between "What do I want to do?" and "How do I do it?" this new book presents a complete, step-by-step plan for long term career satisfaction using self-assessment, self-marketing, and a comprehensive job search and career development strategy. Based on the author's Kaleidoscope Career Model, it shows readers how to take charge of their career. Using the author's unique approach, readers will learn how to align their skills and abilities with their needs and desires for compensation to find their career sweet spot the qualities of a job that will allow them to perform to the best of their abilities and be rewarded accordingly. Once the career sweet spot has been identified, it forms the basis of targeting a job search,

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writing resumes, taking advantage of technology, interviewing effectively, and landing the perfect job.

Changing Careers

NEW

Black Out

Michelle Johnson
\$15.95, 2006, 172 pages

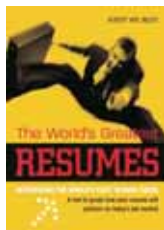


“Few books say it better or simpler than this one. *Black Out* is an uncomplicated overview on how to live a rewarding career and life. I was inspired by Michelle Johnson’s insight, wisdom and willingness to share the important lessons she has learned along her path to success. This book is a must read for all those who are serious about avoiding the pitfalls of corporate life or climbing one’s own ladder of success.” — *George Fraser, author of Success Runs In Our Race*

We weren’t sure how to classify this book because so much of its keen advice applies to anybody even though this incredibly insightful book provides a wealth of guidance focused on the unique career challenges African Americans face. It focuses on showing how to build a career outside corporate America. It concentrates on showing how successful African Americans left corporate America and are happy making their dreams come to life. It brings you actual experiences and enlightens you on how to make your own transition outside of the traditional corporate box. Like those “travelers” who have made a successful career change, you’ll learn how to identify your own path — artisan, hermit or magician — and understand how to overcome roadblocks along the way to your goal.

World’s Greatest Resumes

Robert Meier
\$14.95, 2005, 183 pages



Solve the career changer’s biggest challenge: Showing potential employers that what you’ve done before can benefit them when you’re new to their industry.

This revolutionary guide for career changers transforms your resume into a interview-grabber and job-winner by showing what you’ve done for past employers. Don’t just describe job tasks;

instead show how you reduced costs or made your past employers money; define how you met corporate goals — show what you can do for your potential new employer.

Includes real-life success stories along with straightforward advice for sculpting skills and experience into a document that will help out you stand out from the pack, earn a higher salary and secure more offers. [More online](#)

NEW

I Want to Do Something Else, But I’m Not Sure What It Is

Ron and Caryl Krannich
\$15.95, 2005, 201 pages

A career shouldn’t be a life sentence. To get the freedom to choose what you want to do, where, and with whom, this revealing book enables readers to figure out what else they’d like to do with their careers. Examining the entire career exploration process, it explores different approaches to self-assessment; identifies major interest, skill, aptitude, and temperament tests; surveys key online

and offline career assessment resources; identifies the best jobs for the future; analyzes motivated abilities and skills (MAS); and show how to identify skills, abilities, interests, and values.

Also see *From Making a Profit to Making a Difference: How to Launch Your New Career in Nonprofits* described on page 31.

NEW

Career Coward’s Guide to Changing Careers

Katy Piotrowski
\$10.95, 2008, 224 pages



Whether the reader is unhappy with their current work, has been laid off in an industry that is losing jobs, or simply wants an exciting change of pace in their career, Katy Piotrowski walks them through all the basic steps of transitioning from one career to the next. Her guidance empowers all types of job seekers — those who are new to the work world to seasoned professionals. Learn how to identify several great-fit career options and make a confident choice about the best

career. Discover how to create a fun, doable career-change plan and transition into a new career smoothly and successfully. Confidence-building tips and exercises help job seekers relax during all phases of the career change process. “Champ” profiles feature real people who conquered a challenging career change fear. Checklists and worksheets help readers monitor their progress throughout the process. [More online](#)

Expert Resumes for Career Changers

Wendy Enelow & Louise Kursmark
\$16.95, 2005, 270 pages

Learn how to write the performance-based, powerful resume that really conveys your qualifications when changing careers. Learn the top nine resume strategies for getting noticed and getting interviews along with 180 examples of effective resume design and writing. Step-by-step instructions with examples and a table that concisely compares the primary four types of resumes help you choose the best type for your situation. Discover how to effectively use technology in your job search, including scannable and electronic resumes as well as an extensive directory of Internet job-search resources.

NEW

Expert Resumes for People Returning to Work, 2nd ed

Wendy Enelow and Louise Kursmark
\$16.95, 2008, 272 pages, second edition



A gap in employment need not cost you the job. The hundreds of effective, professionally written print and electronic resumes presented here address return-to-work situations for people who had returned to school; had extended illness, injury, or disability; extended layoff or unemployment; are transitioning from welfare to work; are returning to work after raising a family; are starting a new career after retirement; or are widows/widowers or divorcees whose loss of a spouse requires a return to work or even working for the first time. Step-by-step instructions for writing winning resumes illustrate situation-specific career strategies.

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Job Search Strategies and Tools

NEW

Ultimate Job Search: Intelligent Strategies to Get the Right Job Fast

Richard Beatty
\$16.95, 2006, 305 pages

Cut job-search time by 50 to 75 percent with Beatty's proven total job search system! Job seekers and students looking for a new career will find the inside scoop on networking, interviewing, negotiating job offers, succeeding on the new job, and much more to have a big advantage in getting a new job quickly. Intelligent strategies help readers avoid common job search pitfalls, power up their resumes, use search firms to their advantage, and orchestrate a targeted direct-mail campaign. Beatty offers tools to guide job seekers through the job search process. Helpful self-assessment exercises allow students to define a job objective. Resume writing tips and formats allow job seekers to create magnetic correspondence. Readers gain information on how to shine during the interview, receive valuable advice for negotiating a top salary, and learn the eight steps to guaranteed success in the new job.

NEW

The Guide to Internet Job Searching

Margaret Riley Dikel and Frances Roehm
\$15.95, 2006, 288 pages, 2006-2007 edition

All-new, this definitive guide to harnessing the Internet's power has been updated to include the latest online job-searching techniques beyond the well-known sites like Monster.com. Co-published with the Public Library Association, it shows how to avoid electronic "dead ends" and instead quickly zero in on the most useful websites, including online bulletin boards, job listings, resume databases, recruiter information, discussion groups, and resume posting services. Also lists local, state-by-state, government, and international resource listings and opportunities; online career resources; specific career path information; and reviews popular job-listing and recruiting websites.

Professional's Job Finder

Daniel Lauber [Details online](#)
\$18.95, 1997, 508 pages, while supplies last
Save 60%: you pay only \$7.58

National Job Hotline Directory: The Job Finder's Hot List

Sue Cabbage & Marcia Williams
Normally \$16.95, 1998, 376 pages, ISBN 1-884587-12-7
Save 60%: you pay only \$6.78 [Details online](#)

"Invaluable addition to all job search reference book collections." — *Midwest Book Review*

Internships and Short-Term Jobs

Peterson's and Random House have discontinued their excellent and reliable annual directories of internships, *Internships* and *The Internship Bible* respectively — two more victims of the Internet. The final editions were for 2005 and are now out of print.

But we've got a great replacement for them with the *Vault Guide to Top Internships*, plus several books that enable readers to make the most of their internships and give them links to the online sites where internships are listed.

About.com Guide to Job Searching

Alison Doyle
\$17.95, 2006, 275 pages



This new book gives you all the information you need to make the right connections, take the necessary steps, and make yourself stand out in today's tough job market. This authoritative guide, teaches you how to: choose the right career path that's best for you; use the best methods to manage your job search; apply resume and cover letter techniques guaranteed to get you noticed;

know where to search for jobs in your field. Discover inside tips for networking and interviewing, how to write a good resume, locate the best search engines, and what to do when you get an interview. Also get expert answers to your toughest job search questions; information about researching, purchasing, and using various job search tools and resources; effective job search web sites; the hottest job search trends and tips out there.

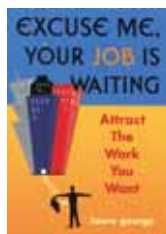
Everything Get-a-Job Book: The Tools and Strategies You Need to Land the Job of Your Dreams, 2nd ed

Dawn Rosenberg McKay
\$14.95, 2007, 287 pages, second edition

Whether you're a first-time job hunter or an experienced job hopper, this new edition takes you through the necessary steps to find a job you'll love. Get top-notch advice on writing powerful, effective resumes and cover letters; online job search strategies; returning to work after an extended absence; negotiating the best possible salary, bonus, and benefits package; networking; setting goals; and handling stressful interview questions.

Excuse Me, Your Job Is Waiting: Attract the Work You Want

Laura George
\$16.95, 2007, 292 pages

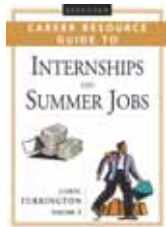


Helping you identify the qualities you want in a job, this innovative addition to the job-search world shows how to flip the negative feelings you may be carrying ("the economy is terrible;" "I can't believe I got laid off;" "I'm too old") so you can stay focused and upbeat to attract that perfect job to you. Experienced in job hunting from both sides of the interview table, George understands all the highs and lows in this emotionally draining process. As a job seeker, she teaches

you to stay positive after months of few prospects and little hope. As a human resources manager she also knows that these powerful, positive feelings can land seekers the job of their dreams. By exploring the power feelings have on your job search, this new job seeker's guide is unlike any other. George shows you the job market through the employer's eyes and offers insider information on resumes and cover letters, internet job boards and on-line applications, interview and salary negotiation strategies, and much more.

NEW**Vault Guide to Top Internships, 2007 ed**Samer Hamadah, Mark Oldman, & the Vault Staff
\$14.95, 2006, 531 pages, 2007 edition

From the folks who wrote *The Internship Bible* comes the only major directory of internships available in print. Each of the profiles on 750 internship programs with private companies, governments, and nonprofits provides contact information and application deadlines, interesting factoids about the program, and the scoop on any compensation, perks, and more. Get expert tips on how to apply to highly selective programs for people at all academic levels. Includes indexes that sort internships by highest compensation, deadline, academic level, location, perks, open to international applicants, minority programs, and more.

NEW**Ferguson Resource Guide to Internships and Summer Jobs**Carol Turkington
\$125.00, 2006, 912 pages, hardcover, two volumes

Nothing else compares to this two-volume set — it's the most comprehensive resource for students looking to gain valuable career experience through summer and part-time employment. Divided into 16 fields, including activism, business, education, history, sports, and more, this new two-volume directory lists more than 550 internship and summer job opportunities. Each internship profile starts with contact information and a snapshot of the job, including salary ranges, application deadlines, educational experience, and requirements. A detailed overview with more information about the job follows. An essay section matches students and their skills to the right kinds of internships and features sections that cover resume writing, interviewing skills, and more. Detailed indexes organize the content by application deadline, salary range, state, educational level, country (for non-U.S. jobs), and organization name.

Internship Advantage: Get Real-World Job Experience to Launch Your CareerDario Bravo and Carol Whiteley
\$17.95, 2005, 168 pages, book plus CD-ROM

Learn how to land the right internship in your field with this new guide for students as well as adults looking to change careers. It covers internships in every field, including volunteer, study, and work opportunities, as well as ways to teach abroad; how to select and secure an internship in a competitive market; how to find an internship that fits your schedule, abilities, and interests; what employers are really looking for in potential interns; how to assess personal strengths and work them into a resume; the five biggest interview mistakes; how to make the most out of your internship; what to do if an internship turns out to be less than perfect; and how to use internship experiences for future career success. The included CD provides links to online directories of internships.

NEW**Intern Files: How to Get, Keep, and Make the Most of Your Internship**Jamie Fedorko and Dwight Allott
\$12.95, 2006, 190 pages

Learn how to land the internship of your dreams with this very straightforward, pragmatic, but witty guide for college students. And once in the door, learn how to figure out what to wear, whether it's okay to hook up with a coworker, and how to suck it up when

you're smarter than your boss. Learn how to use your internship for networking and to give you an edge in the job hunt.

Back Door Guide to Short Term Job Adventures, 4th edMichael Landes
\$18.95, 2005, 584 pages, fourth edition

Whether river guiding in Alaska, restoring a medieval castle in the south of France, or creating a successful organic farm — this vastly expanded new edition offers a comprehensive guide to 1,000 extraordinary short-term experiences: seasonal jobs, internships, volunteer opportunities, and work abroad! Landes helps readers figure out which short-term opportunities are right for them, explains the application process, offers additional print and online resources, and details

adventure careers, camps, ranches, resorts, outdoor opportunities, sustainable living and farming, artistic pursuits, and "heart work." Profiles of hundreds of potential employers explain what you'll be doing, level of commitment, perks and rewards, application details, website, and contact information.

Entering the Job Market**NEW****Best Entry-Level Jobs, 2008 edition**Ron Lieber and Tom Meltzer
\$16.95, 2007, 387 pages, 2008 edition

There must be a lot more great entry-level jobs since this new edition is 160 pages larger than the last edition! Readers discover where all of these best first job opportunities are and what they need to do to get one of them. Enjoy the amazingly candid evaluations of hundreds of top-notch employers and what it's like to work for them based on interviews with hundreds of their entry-level employees. They share their real-life insights on hiring procedures, salaries,

benefits, and where entry-level hires usually work, job responsibilities, on-the-job training, co-workers and corporate culture, and opportunities for advancement.

NEW**C Student's Guide to Success: How to Become a High Achiever Without the Best Grades, Connections, or Pedigree**Ron Bliwas
\$23.95, 2007, 245 pages, hard cover

A very practical, step-by-step guide to career success for those who lack top grades or family connections. This book isn't for that exclusive group of the best and the brightest, with stellar grades and great connections, able to land their dream jobs with major corporations right after school. Here leading advertising executive and former C student Ron Bliwas presents a program of ten can't-fail principles for climbing to the top using your brains and talents — rather than family

connections or fancy degrees. Using real-world stories of business leaders, revealing how they identified and overcame their own weaknesses, and vaulted ahead of peers who had money and family connections. In surveying the come-from-behind success sto-

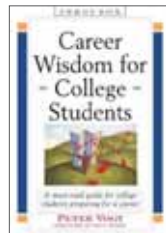
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ries of his subjects, Bliwas provides creative, insightful, down-to-earth advice for new graduates, the recently employed, and those with a few false starts under their belt. He teaches you how to: make the most of many mentors; trust your instincts; strive to be a better person than employee; take responsibility seriously; master the art of purposeful learning; take advantage of unexpected opportunities; sell what you believe; go where the stars aren't; be a smart risk-taker; and overcome straight-line thinking. Learn how to embrace unconventional strategies, unexpected opportunities, and your own instincts, and realize that opportunities for career growth exist everywhere — not just on the traditional path to job advancement.

NEW

Career Wisdom for College Students

Peter Vogt
\$16.95, 2007, 288 pages

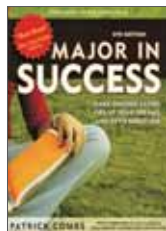


The career advice book for those who need it most — college students facing monumental decisions about their future but who may not have all the information they need. Offering insight readers won't get in class, on the Internet, or from their parents, expert author Peter Vogt guides college students through the process of career preparation. More than 60 advice articles in four major sections: (1) Take a Look Around — A Real Look Around, (2) Be Careful What You Think You Know, (3) Build Your Skills and Experience Through Hands-on Activities, and (4) Land the Job You Really Want — provide help during the formative time when a major is chosen, an initial career path is charted, and internship and work experience opportunities abound. An epilogue offers advice on getting the most out of your campus career counselor, and an appendix suggests helpful resources for further research or career exploration.

NEW

Major in Success, 5th ed

Patrick Combs
\$14.95, 2007, 192 pages, fifth edition



Students will actually read this engaging guide to success in college, career, and life! Combs reaches out to undecided freshmen and sophomores in search of a major that suits their interest and career ambitions; shows near-graduation students how to bolster their resume and ace the interview to land their first real job; and presents innovative strategies for tackling the six biggest fears that hold students back. This all-new edition offers the easiest and quickest ways

to discover your passions, more than 100 cool job ideas and how to get started on each, seven ways to land fulfilling summer internships, nine steps for excelling at interviews, and life-changing reality checks. Real-life stories of recent graduates illustrate Combs' points. Quotations from contemporary life and music plus ironic comic strips pepper the book with inspiration that can help even the most jaded undergrad get his priorities and life in order in preparation for the real world.

NEW

Complete Job Search Book for College Students, 3rd ed

Richard Walsh
\$14.95, 2007, 242 pages



Using step-by-step, easy-to-follow techniques, this new edition shows you all the essential aspects of a successful job-search campaign. From discovering what employers are really looking for, to taking a personal inventory and managing expectations, to staying focused on what's important — you'll learn everything you need to know about organizing an effective and practical plan. Get a step-by-step plan for landing your first job; sample resumes and cover letters that really work; a comprehensive list of online job-hunting resources; the latest information on the best career paths; "inside" information for making the most of career fairs and university job resources; and how to match your qualifications to employers' needs, as well as how to write winning cover letters and resumes, with dozens of samples covering most fields of study—including new and growing interdisciplinary fields such as biochemistry and inter-

Student's Federal Career Guide: 10 Steps to Find and Win Top Government Jobs and Internships

Federal job openings are begging for students and new graduates. See page 24 for details.

Finally... answers for every college student whose parent has asked, "So, what kind of job can you get with a degree in this field?"

NEW

What to Do with Your English or Communications Degree

NEW

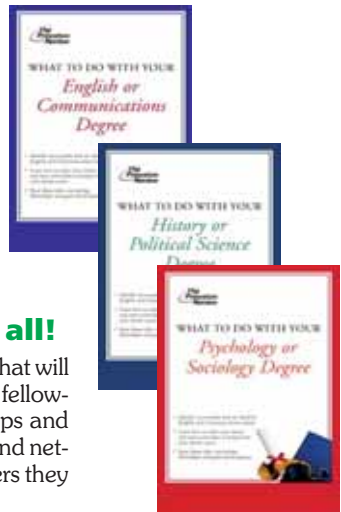
What to Do with Your History or Political Science Degree

NEW

What to Do with Your Psychology or Sociology Degree

Princeton Review

\$13.95/each, 2007, 221, 332, 284 pages respectively



Find the answers to put an end to those questions once and for all!

Each of these unique and informative guides directs these "hard to place" majors to career paths that will make the most of their educational backgrounds. Each includes chapters on further academic study, fellowship opportunities, and understanding career options, as well as practical and detailed job search tips and strategies. Get practical advice on identifying career goals; profiles of popular career paths; interview and networking tips; plus a special Q&A section with former majors who are now successfully pursuing careers they love. Appendices provide listings of relevant internship and fellowship opportunities.

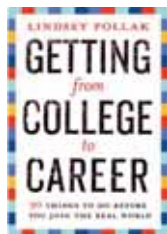
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national studies/language. And learn important interviewing skills and how to negotiate a job offer!

NEW

**Getting From College to Career:
99 Things to Do Before You Join the Real World**

Lindsey Pollak
\$13.95, 2007, 292 pages



How do you get a job without experience and get experience without a job — the question virtually every college student or recent graduate faces. Pollak offers the first definitive guide to building the experience, skills, and confidence you need before starting your first major job search. Her 99 action-oriented tips include strategies ranging from the simple to the expert, including: volunteer and make contacts; avoid the biggest mistake in career prep and job hunting; subscribe to a daily newspaper; email like a professional; make every event a networking success; practice the eight essentials of internship achievement; perform five minutes of stand-up; over prepare for interviews; persist. This book is filled with the essential information and guidance you need to get your foot in the door of the real world.

NEW

**How to Get a Job and Keep It:
An Essential Guide to Landing Your
Ideal Job and Making the Most of It, 2nd ed**

Susan Morem
\$16.95, 2007, 212 pages, second edition

This new edition of the popular step-by-step career guide tells job seekers and recent graduates everything they need to know to land a job and excel in the workplace. Gathered here is all the key inside advice on navigating the job search process, landing the ideal job, handling life on the job, and getting the most out of a career that readers won't get in a classroom, from parents or friends, or from a guidance counselor, helping readers understand the realities of the working world. **More online**

NEW

Leave Your Nose Ring at Home

Joe Swinger
\$14.99, 2006, 224 pages

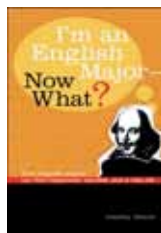


Based on 20 years of bizarre, unusual, and absolutely crazy interviews that the author has encountered with young people. Written in a witty, irreverent style, this book prepares readers for interviews by giving them the straight answers on what it takes to score that first job. Learn how to win the job in the first few minutes, make yourself irresistible to any hiring manager, make the leap from seasonal to permanent employment, why a resume can be the kiss of death, and how to double your chances to get the job.

NEW

**I'm an English Major — Now What?:
How English Majors Can Find Happiness,
Success, and a Real Job**

Tim Lemire
\$14.99, 2006, 252 pages



What do Steven Spielberg, Chris Isaak, Barbara Walters, Clarence Thomas, Joan Rivers, and Alan Alda have in common? They were English majors who now have dream jobs. This new book debunks the myth that English grads have to be teachers, editors, or writers and provides information on exciting career paths, including corporate communications, investment banking, graphic design, customer training, and more; Strategies for showcasing skills taught in college to prospective employees; and information on how an English background can be very marketable, all in the author's candid and humorous voice. English majors are unconventional, so why offer them a standard career guide? Instead, give them this invaluable resource for landing a job they will love.

Great Jobs for... Majors

VGM Career Horizons
\$11.95 to \$15.95, 140 to 280 pages

Perfect for students — and anyone changing careers — who want to explore traditional and nontraditional career options in their field. Each book covers every aspect of the job search, including assessing talents and skills, exploring options, making a smooth transition from college to career, conducting an effective job search, networking, researching employers, and negotiating salaries. Each book offers a thorough discussion of each career path option including a review of the types of jobs, qualifications, working conditions, earnings, career outlook, strategy for finding the jobs, possible employers, and sources of job openings.

NEW

Great Jobs for ...

Biology Majors, 2nd ed, \$15.95,
2004 (Details on page 27)

Economics Majors, 2nd ed,
\$15.95, 2007 (Details on page 20)

English Majors, 3rd ed, \$15.95,
2006 (Details on page 20)

Criminal Justice Majors, 2nd ed,
\$15.95, 2006 (Details on page 24)

Foreign Language Majors, 3rd ed,
\$15.95, 2007 (Details on page 28)

Geology Majors, 2nd ed,
\$15.95, 2006 (Details on page 26)

Liberal Arts Majors, 3rd ed,
\$15.95, 2007 (Details on page 19)

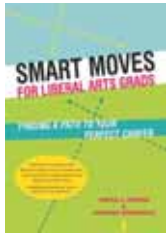


Math Majors, 2nd ed, \$15.95,
2005 (Details on page 27)

Political Science Majors, 2nd ed,
\$15.95, 2004 (Details on page 19)

Psychology Majors, 3rd ed,
\$15.95, 2006 (Details on page 26)

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NEW**Smart Moves for Liberal Arts Grads**Sheila Curran & Suzanne Greenwald
\$16.95, 2006, 320 pages

Two career counselors offer top-notch career advice for current and future liberal arts majors and graduates, featuring both straightforward job-searching advice and real-life stories from grads who have taken unique paths to their dream careers. They debunk the top four myths for liberal arts majors: a liberal arts degree is a lousy investment, you have to go to grad school, your major equals your career, and GPA is everything. Learn the “smart moves” that turned liberal arts degrees into career success with the detailed accounts of 23 liberal arts grads and the authors’ combined lessons from the stories with their own hands-on experience with thousands of students and graduates to outline a framework for finding a perfect career. [More online](#)

NEW**You're Too Smart for This: Beating the 100 Big Lies About Your First Job**Michael Ball
\$14.95, 2006, 342 pages

All too often college students’ unrealistic expectations of their first job lead to disillusionment, career derailment, and unhappiness. This introduction to the real working world dispels the 100 lies and myths recruiters and companies tell new hires so readers can understand what their first job is really all about — and learn to survive it. This crash course in successfully navigating life at the entry level addresses such lies as “You’re too talented for gruntwork;” “Promotions are based only on hard work;” “Get close to your co-workers;” and “You get only one career.”

NEW**How to Survive Your First Job (or Any Job)**Ricki Frankel and Angela Reddock
\$14.95, 2007, 259 pages

It’s a brave new world on that first “real” job! Get the scoop from hundreds of college graduates who offer the best tips, stories, and advice. Learn the best strategies for landing a first job, launching a career, and succeeding (or just hanging in there) at work. Get great tips on dealing with difficult bosses, odd coworkers, sub-optimal environments and tasks, and climbing (or slipping down) the corporate ladder. Topics include resume and interview dos and don’ts; email etiquette and blunders; how to start your new job on the right foot; dealing with difficult co-workers; increasing your skills to increase your value; technology and the workplace; company travel tips; and how to get ahead. With its blend of expert advice and real stories from others who have survived their first jobs, this new book can help job seekers and career changers avoid possible pitfalls and build a positive and successful experience in their first, second, and every job.

NEW**First Job Survival Guide: How to Thrive and Advance in Your New Career**Victoria Hoevermeyer
\$12.95, 2006, 214 pages

Hiring managers have begun to discover that an alarming percentage of new graduates lack the necessary business knowledge and skills to succeed in a professional career. A team of career, management, and image experts reveals the secrets for getting along and getting ahead at work in this unique and easy-to-read reference guide. This three-part book will give recent high school and college

graduates new to the workforce the practical, usable guidance and advice they need to thrive in the world of work. Readers will enjoy the real stories, checklists, and self-tests for polishing their skills and on-the-job performance. Covers such topics as creating a professional image, working with difficult co-workers, and maximizing their results.

NEW**Best Resumes for College Students and New Grads, 2nd ed**Louise Kursmark
\$12.95, 2006, 234 pages, second edition

Ideal for both students and career center advisors, this insightful new edition offers over 100 top-notch sample resumes professional resume writers crafted specifically for college students and new graduates at all levels, even students seeking internships and co-op jobs while still in school. It describes skills and attributes that are valuable in the workplace, answers common questions, delivers expert advice that is relevant in today’s hiring market, and showcases high-quality resumes and cover letters. [More online](#)

Success On the Job

No classroom can really teach how to succeed on the job. The resources that follow give students and even seasoned professionals the tools they need to thrive at work.

NEW**Fit In! The Unofficial Guide to Corporate Culture**Mark Williams
\$16.95, 2007, 171 pages

Every corporation is different — and so are you. For job seekers and managers, this savvy new book is your map to navigating the back doors and underground paths to corporate success. Every organization has informal rules, unspoken expectations, and hidden secrets to success. Human identity expert Mark Williams identifies the “10 Fit Factors” that define a company’s culture. He shows you how to decode corporate dynamics; recognize factors that may adversely affect personal well-being; and make clear choices in order to fit in or move on to another workplace that values who you are. [More online](#)

NEW**Who Gets Promoted, Who Doesn't, and Why: 10 Things You'd Better Do If You Want to Get Ahead**Donald Asher
\$14.95, 2007, 168 pages

If you want to get ahead, you have to go above and beyond your job description. Examining the factors that put some employees on the road to success while others stagnate, this savvy new book outlines 10 hard truths of career advancement, offering a strategic plan for making an impression on your employer. Packed with stories from a wide variety of fields and industries, it shows how to position and present yourself to your employer so that the next time opportunity knocks, you’ll be the obvious choice for promotion. It details proven strategies for career advancement regardless of industry and experience, and exposes the most common but not-so-obvious career mistakes people make. It includes case stud-

ies and interviews with fast-track careerists and HR managers, showing how corporations make promotion decisions.

NEW

**Win Without Competing!
Career Success the Right Fit Way**

Arlene Barro
\$17.95, 2007, 224 pages

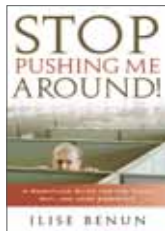


Dr. Barro inspires readers by sharing fascinating true-life stories of people she's helped change by perfectly fitting themselves to the positions they seek. She builds your confidence by debunking outmoded notions and focusing your career search on you and what you have to offer to the right employer. Her refreshingly straightforward, step-by-step Right Fit program enables you to adopt new career strategies that will change your life. Whether you're still shaping the foundation of your career, a seasoned professional, or an entrepreneur, learn how to cut through the clutter of competitors by shaping, selling, and sharing your 'personal brand' with the employer you know is right for you. Interactive activities in each chapter help readers gain insight into employers' minds and hiring strategies.

NEW

Stop Pushing Me Around: A Workplace Guide for the Timid, Shy, and Less Assertive

Ilise Benun
\$14.99, 2006, 224 pages



Career success requires an assertive personality, self-confidence and solid communication skills. But according to the Shyness Institute, half of all American adults consider themselves shy! Here you can learn the skills and techniques that will allow you to grow out of your shell and become a friendly, assertive person. Discover how to uncover and develop confidence in your natural networking talents; overcome the irrational fears that prevent you from connecting with people who could catapult your career; master the art of small talk;

overcome fear of rejection; and deal with difficult clients and colleagues. Don't let shyness derail your career.

Specific Jobs and Careers

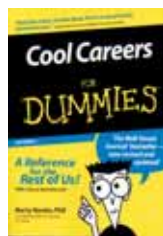
Also see the *Great Jobs for... Majors* series on page 15.

Various Careers

NEW

Cool Careers for Dummies, 3rd ed

Martin Nemko
\$19.99, 2007, 386 pages, third edition



Locate terrific jobs even if you hate networking. This friendly guide shows you great careers you may not have thought of and helps you land a rewarding job with a 30-day search that really works. You'll also get proven ideas for making the most of any job. Whether you're a recent grad or a Baby Boomer, this is the ultimate career guide for you. It presents a treasure trove of detailed information about 512 career paths for all ages, skill levels, and personalities. Also included is been advice on developing skill sets, finding the shortest routes to landing a job, customizing and fine-tuning your career search, preparing effective resumes and cover letters, and tips for performing brilliantly in even the toughest job interview.

VGM Professional Careers in ... Series

Various authors, \$14.95 or \$15.95 each, 140 to 256 pages, paperback

"Should be in all career collections." — *Book Report*

Perfect for both first-time job seekers and career changers, these books provide all the information needed to select a profession and narrow it down to a job that suits them. Each book presents an overview of the profession, outlines job options, shows how to plan and prepare for each career, and reports on salaries and benefits, education and training, advancement possibilities, long-term outlook, and resources for more information.

\$14.95 or \$15.95 each

To place a special order for any books in the *Careers In...* series that are not listed here, please print their titles on the designated lines on the Order Form on page 41.

NEW *Careers in Art*, 2nd ed, 2007, details on page 21

NEW *Careers in Business*, 5th ed, 2006, details on page 19

NEW *Careers in the Environment*, 3rd ed, 2007, details on page 23

Careers in Health Care, 5th ed, 2005, details on page 26

NEW *Careers in High Tech*, 3rd ed, 2007, details on page 26

NEW *Careers in Horticulture and Botany*, 2nd ed, 2007, details on page 27



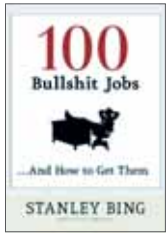
Careers in International Business, 2nd ed, 2003, details on page 28

Careers in Journalism, 3rd ed, 2005, details on page 20

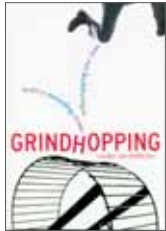
Careers in Social and Rehabilitation Services, 2nd ed 2001, page 31 — **Save 20%**

NEW *Careers in Travel, Tourism & Hospitality*, 2nd ed, 2006, details on page 32

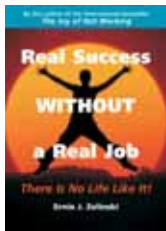
PLANNING/COMMUNICATIONS

NEW**100 Bullshit Jobs... And How to Get Them**Stanley Bing
\$13.95, 2007, 297 pages

Don't dismiss this book due to its title. This gem gets through to the most unmotivated and cynical students thanks to its satiric approach that ranks the BS quotient in jobs, both common and obscure, that require little effort but pay well. From aromatherapist to motivational speaker to velvet rope nazi to critic, he dissects the skills necessary to excel in these jobs, as well as the upside, the downside and the "dark side." Using humor and insight, no job is off the author's radar, including high power corporate jobs like investment banker, rarified non-jobs like boulevardier (George Hamilton), and the crumber, who "removes detritus from dining in restaurants." Bing's central piece of advice is to hone your internal B.S. detector and find the right balance between fulfillment and fluff. — *Adapted from Reed Business Information review*

NEW**Grindhopping: Build a Rewarding Career Without Paying Your Dues**Laura Vanderkam
\$16.95, 2007, 196 pages

"Grindhopping" is the hottest career alternative for anyone who wants to skip the long hours, low pay, and lackluster rewards of entry-level corporate jobs. Join the wave of young professionals who are starting their own companies, freelancing, consulting, job-hopping, and networking their way to success. Based on 100 interviews with successful young people who hopped past the daily grind of go-nowhere jobs and achieved accelerated career success, this book will help you get paid for the work you love, get in on the biggest opportunities, get savvy about networking, get up and go after your dreams, get out of the job you hate, get smart about taking risks, get better at negotiating, and get off the corporate treadmill.

NEW**Real Success Without a Real Job: There Is No Life Like It!**Ernie Zelinski
\$16.95, 2007, 229 pages

Not everyone is cut out for the conventional corporate career. This revolutionary book is for those millions of organizationally-averse people who would like to break free of corporate life so that they have complete control over their lives. You'll read about several ordinary individuals who have attained extraordinary success without a real job. This one-of-a-kind guide challenges and inspires you to: find your own important mission, true calling, or passionate pursuit with which you can make a great living; create your own dream job or operate an unconventional business; gain courage to escape the corporate world so that you don't have to spend the rest of your life trapped in a cubicle; be creative and have fun in your work; take charge of your physical, emotional, financial, and spiritual well-being; experience true personal freedom in all areas of your life.

NEW**50 Best Jobs for Your Personality**Michael J Farr & Laurence Shatkin
\$16.95, 2005, 466 pages

Seeking work satisfaction and success? Then, as researchers have found, match your personality to your career. Use this innova-

tive new book to quickly identify your dominant personality type and the 50 best jobs that relate to it. Compatible with John Holland's theory of careers, learn whether you're most compatible with conventional, realistic, investigative, artistic, social, or enterprising jobs. Covers a wide range of fields and industries at every education level to help readers make good career decisions.

NEW**Savvy Part-Time Professional: How to Land, Create, or Negotiate the Part-Time Job of Your Dreams**Lynn Berger
\$16.95, 2006, 268 pages

Get the tools, know-how, and inspiration needed to land, create, or negotiate the part-time position you want, for the money you want. Berger reports on real life examples of people who have made the switch; ideas and options for part-time positions and tips for working part-time within an organization or at home; questionnaires and work sheets to help people determine life/work needs and desires; information on job-sharing, telecommuting, starting a small business and more. She offers ideas on how to negotiate or create the position you want; resources to get you started and see you through the process; and inspirational stories of those who have made the switch, information on job-sharing, and resources to get you started.

NEW**120 Jobs That Won't Chain You to Your Desk**Princeton Review
\$16.95, 2007, 320 pages

Dread the thought of wearing a suit and sitting in front of a computer screen all day? Get the skinny on 120 dream jobs that won't leave you with desk-job slouch at the end of the day. Each job profile includes wisdom from people in the field as well as practical advice on launching a career. Some of the jobs profiled require college (and even an advanced degree), some require professional school, and some others simply require a very strong individual will. Many of these professions are tempting but might seem out of reach, since the path is not as direct (or well-traveled) as, say, that for an aspiring attorney or an accountant. Each job profile includes A (Relatively Typical) Day in the Life; Extreme Days; Preparing for Success; Getting Your Foot in the Door; Biggest Challenges; and Best Perks.

NEW**150 Best Jobs for Your Skills**Michael Farr and Laurence Shatkin
\$16.95, 2008, available now, 480 pages

This ground-breaking new book helps readers connect their best skills to jobs that make the most of them — enabling readers to write more effective writing resumes, interview better, and show employers their value. Plus, people are happier doing jobs they are good at and that use their skills. The authors identify the top ten skills that are the most important in today's economy, and help job seekers find a fulfilling job and students explore their future career options by focusing on the 50 most promising jobs for each skill. Readers won't waste time pursuing careers that don't make the most of what they do well. With nearly 100 "best jobs" lists and 265 job descriptions, this book helps readers identify their best skills and then connect them to the best jobs.

NEW

175 Best Jobs Not Behind a Desk

Michael Farr and Laurence Shatkin
\$16.95, 2007, 420 pages

Gallup reports that 40 percent of American workers are bored on the job, due to feeling under-challenged at work. For many, this feeling comes from being confined to a desk 40 hours a week. Discover high-activity jobs both indoors and outdoors. Seventy "jobs" lists help readers explore and compare career options. The lists are organized by activity level, amount of time outdoors, earnings, education, growth, openings, interests, self-employment, part-time work, gender, age, and personality type. Among the bonus lists: the lowest-strength high-activity jobs, the highest-strength high-activity jobs, jobs with the highest physical activity levels, and the metropolitan areas that have the largest proportion of high-activity jobs. Thorough job descriptions offer the useful information on wages, growth, openings, tasks, responsibilities, physical activity level, required education and courses, working conditions, related jobs, and more. **More online**

NEW

Best Jobs for the 21st Century, 4th ed

J. Michael Farr
\$19.95, 2006, 704 pages, fourth edition



The authors have taken massive data from the Department of Labor's "Occupational Information Network" (O*NET) database and turned it into a helpful, interesting reference for job seekers, students, career changers, and others. This new edition describes in detail 500 jobs that offer the best combination of earnings, growth, and openings. Over 65 "best job" lists rank the best jobs in categories that fit different life situations, educational levels, interests, career objectives, geography, age, gender, tenure, and other criteria — organized by the 16 U.S. Department of Education's career clusters. **More online**

NEW

Odder Jobs

Nancy Rica Schiff
\$16.95, 2006, 135 pages, hardcover

Eye opening! Possibilities expanding! Enough of the mundane, ordinary jobs we all hear about. Open your mind to the amazing possibilities of these unusual, but extremely rewarding careers college students and other job seekers never knew existed. In addition to the key details on each job, see amazing photographs by renown photographer Schiff illustrate this other world of work, including muppeteer, face feeler, horse dentist, canine massage practitioner, jelly fish farmer, dog food tester, competitive eater, paleoscatalogist, Elvis minister, and 56 others.

NEW

Great Jobs for Liberal Arts Majors, 3rd ed

Blythe Camenson
\$15.95, 2007, 244 pages, third edition

Perfect for students — and anyone changing careers — who want to explore traditional and nontraditional career options for liberal arts majors. This book discusses careers in education, corporate communications, media, advertising, marketing, sales, and law as well as government and nonprofit organizations. Specific positions described include alumni relations coordinator, business development manager, author, columnist, copywriter, editor, journalist, fundraiser, press secretary, public relations manager, radio and TV announcer, research assistant, volunteer coordinator, social worker, psychologist, therapist and teacher among many others.

This new third edition covers every aspect of the job search, including assessing talents and skills, exploring options, making a smooth transition from college to career, conducting an effective

job search, networking, researching employers, and negotiating salaries. It also offers a thorough discussion of each career path option including a review of the types of jobs, qualifications, working conditions, earnings, career outlook, strategy for finding the jobs, possible employers, sources of job openings, and how to explain to the employer how a liberal arts degree relates to the job.

Great Jobs for Political Science Majors, 2nd ed

Mark Rowh
\$15.95, 2004, 148 pages, second edition

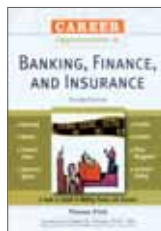
Perfect for students — and career-changers — who want to explore traditional and nontraditional career options for political science majors. This new edition reports on careers in public service, teaching, law, and nonprofit management. Specific positions described include court officer, diplomat, economic development coordinator, personnel recruiter, political officer, lawyer, executive director, development officer, lobbyist, public relations director, and teacher among many others. Learn how to explain to a potential employer how a political science degree relates to the job. More details on page 15.

Business Careers

NEW

Career Opportunities in Banking, Finance, and Insurance, 2nd ed

Thomas Fitch
\$18.95, 2007, 267 pages, second edition



Jobs in financial services will grow 12 percent over the next few years. The 86 career profiles offered here include bank teller, financial analyst, insurance examiner, commercial real estate loan officer, performance analyst, forensic accountant, residential mortgage originator, and many other positions in banking, accounting, corporate finance, investment banking, securities, and money management. Appendices provide information on undergraduate and graduate programs, certifications, professional organizations, U.S. regulatory agencies, and Internet resources.

NEW

Careers in Business, 5th ed

Lila Stair & Leslie Stair
\$15.95, 2006, 267 pages, fifth edition

Open the window of opportunity with the scoop on over 200 jobs in the business world. For each career, learn about its nature, trends, aptitudes and attributes for success, career development and compensation, career opportunities sources of additional information, and career decision making. Learn not only how to prepare for a career in business (education, experience, finding a job, etc.) but also discover trends in the job market that should affect your choice of business careers. Chapters cover information technology; finance; insurance and real estate; marketing; accounting; operations research, production, and materials management; human resources; management and supervision; and business education, consulting, entrepreneurship, and franchising.

NEW

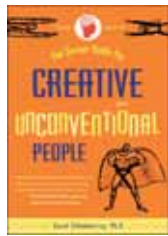
Cracking the GMAT

Build a great business career with an MBA — and get into school with a great score on the Graduate Management Admissions Test. Get full details on page 37.

PLANNING/COMMUNICATIONS

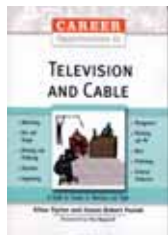
NEW**Great Jobs for Economics Majors, 2nd ed**Blythe Camenson
\$15.95, 2007, 194 pages, second edition

Get the scoop on both traditional and nontraditional careers in economics including government, marketing, human resources, banking, finance, investment and teaching. Learn how to explain to the employer how an economics degree relates to the job. More details on page 15.

Creative Careers**Communications****NEW****Career Guide for Creative and Unconventional People, 3rd ed**Carol Eikleberry
\$14.95, 2007, 229 pages, third edition

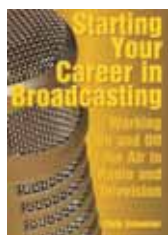
This totally-revised third edition of the popular guide for offbeat individuals seeking work that suits their unique skills, talents, and passions describes more than 270 creative jobs, from the mainstream (architect, Web designer) to the unexpected (crossword-puzzle maker, police sketch artist). This inspiring guide provides knowledgeable career guidance, real-life success stories, and eye-opening self-evaluation tools to help artistic individuals figure out how to remain different, unconventional, and hard-to-categorize while finding work they love.

different, unconventional, and hard-to-categorize while finding work they love.

NEW**Career Opportunities in Television and Cable**Susan Echarore-McDavid and Richard McDavid
\$18.95, 2007, 383 pages

Get everything you need to know to launch and advance a career in this rapidly expanding industry group. Among the 100 positions profiled are Program Manager, Producer, News Writer, Camera Operator, Scenic Designer, Advertising Account Executive, Video Marketing Manager, Casting Director, Broadcast, Engineer, and Sportscaster. Each detailed career profile reports on the duties, prerequisites, career ladder, best geographic locations, personality traits

needed to succeed, unions and professional association, salary range, and tips for entering the field.

NEW**Starting Your Career in Broadcasting: Working on and Off the Air in Radio and Television**Chris Schneider
\$19.95, 2007, 250 pages

Here's the complete guide to breaking into this competitive field — and staying there. It's packed with advice from top personalities including Bob Costas, Chris Berman, Larry King, Jim Lampley, Bob Kingsley, Rene Syler, Troy Aikman, plus station managers and other broadcasting pros, all sharing stories of how they got their start in broadcasting. Often hilarious, sometimes moving, always insightful, these anecdotes offer first-hand guidance on making the right career choices. Chapters explore specific on-air and behind-the-scenes jobs; broadcasting schools and what they teach; what news

and program directors seek in job applicants; tips for being effective on the air; how an aspiring broadcaster can buy air time; weathering the ups and downs of a competitive industry; and much more.

NEW**Great Jobs for English Majors, 3rd ed**Julie DeGalan & Stephen Lambert
\$15.95, 2006, 192 pages, third edition

What can you do with a degree in English? Start with careers in writing, editing, publishing, advertising and public relations, business management, and teaching. Learn how to explain to potential employers how an English degree relates to the job. More on page 15.

NEW**Career Opportunities in the Publishing Industry**Jan and Fred Yager
\$18.95, 2005, 288 pages

Explore over 85 publishing industry jobs for both creative and business-minded people, including writing, editing, photography, design, research, printing, selling, publicity, advertising, marketing, distribution, management. Discover the very substantial differences between careers in book publishing, newspaper publishing, and magazine publishing. Each profiled job offers reliable, concise information about the duties and responsibilities, prospects and salaries, and required skills or experience associated with the job. An Industry Outlook section guides readers through projected trends in publishing while extensive appendices offer useful web sites, listings of schools and associations, and other helpful sources of information.

required skills or experience associated with the job. An Industry Outlook section guides readers through projected trends in publishing while extensive appendices offer useful web sites, listings of schools and associations, and other helpful sources of information.

NEW**Career Opportunities in Journalism**Jennifer Bobrow Burns
\$18.95, 2007, 315 pages

Journalism is rapidly changing thanks to advances in technology with new media such as the Internet becoming major outlets for news. Today, journalistic opportunities abound for those passionate about sharing the truth and enlightening the public, whether they are writers, reporters, editors, or behind-the-scenes producers, directors, photographers, or engineers. This new book reports (pun intended) on more than 70 careers in a variety of contexts, from newspapers and

broadcasting to education and new media. Extensive appendices include listings of related educational programs, professional associations and publications, companies, and internship and scholarship resources.

Careers in Journalism, 3rd edJan Goldberg
\$15.95, 2005, 206 pages, third edition

Discover all the new options in journalism thanks to the spread of cable, satellite and Internet technology. Discover the most up-to-date information for job seekers at all levels and get detailed descriptions for a range of interesting careers. Whether you want to be a writer, editor, researcher, graphic designer or web master, this down-to-earth resource will provide numerous tips for finding and keeping the job that is right for you. Insightful interviews with people working in the field will give a day-to-day snapshot into the working environment of a journalist. Covering every aspect of the job search, this savvy guide also shows how to explain to a potential employer how a journalism degree relates to the job.

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NEW

Career Opportunities in Writing

Allan Taylor & James Parish
\$18.95, 2006, 350 pages

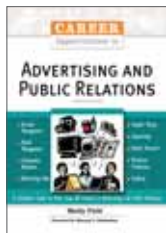


Over 300,000 Americans are employed as full-time writers in publicity, technical writing, and in-house writing alone! Another million work as professional writers, including freelance and part-time. Discover how to make a good living via the written word in print, on the air, and online! This all-new in-depth guide gives full details on over 90 jobs for writers in the media, advertising, publishing, government, scholastic and nonprofit institutions, freelance services, arts and entertainment, business communications and public relations, and self-publishing. Each detailed career profile reports on the duties, prerequisites, career ladder, best geographic locations, personality traits needed to succeed, unions and professional association, salary range, and tips for entering the field.

NEW

Career Opportunities in Advertising and Public Relations, 4th ed

Shelley Field
\$18.95, 2006, 324 pages, fourth edition



Broadcasters, corporations, sports teams, hotels, colleges, and even nonprofits and government now offer jobs in public relations and advertising. Get the scoop on over 80 different advertising and p.r. jobs with all these different types of employers. Each detailed career profile reports on the duties, prerequisites, a career ladder illustrating common routes to and from the position, personality traits needed to succeed, professional associations, and tips for entering the field. All material has been updated to reflect changes in the industry, new trends, and current salary and employment information. **More online**

Art & Design

NEW

Careers in Art, 2nd ed

Blythe Camenson
\$15.95, 2007, 201 pages, second edition



This completely new edition discusses a variety of careers in art and how to pursue the one that's right for you. Camenson describes an overview of professions, outlines job options, shows how to plan and prepare for each career, and reports on salaries and benefits, education and training, advancement possibilities, long-term outlook, and resources for more information. Specific job examples include animator, art director, conservator, curator, cartoonist, gallery director, graphic designer, illustrator, painter, potter, sculptor, printmaker, photographer, art teacher and many others.

NEW

Career Opportunities in the Visual Arts

Richard Clark & Pamela Fehl
\$18.95, 2006, 224 pages

Attractive as an art career is, breaking into the field is difficult. Get an advantage with this timely new guide to over 65 jobs in the visual arts ranging from painter to art director to museum curator. Each profiled job offers reliable, concise information about the duties and responsibilities, prospects and salaries, and required skills

or experience associated with the job. An Industry Outlook section guides readers through projected trends in visual arts while extensive appendices offer useful web sites, listings of schools and associations, trade publications, and other helpful sources of information.

Education Careers

With 13 million jobs, educational services constitute America's second largest industry. And with the Baby Boomers starting to retire, millions of new teachers are needed by the end of the decade. Start with the *Education Job Finder* to locate job openings and use the other resources here to decide the type of education job that works for you and produce the best resume you can.

NEW

Education Job Finder: Where the Jobs are in Primary, Secondary, and Higher Education

Daniel Lauber, Deborah Verlench, and Jennifer Atkin

348 pages, **September 2008**, first edition

Paperback: \$19.95, ISBNs: 1-884587-34-8; 978-884587-34-4

Hardcover: \$32.95, ISBNs: 1-884587-27-5; 978-884587-27-6



Other books provide strategies to get an education job. This one gives readers the resources to implement those strategies.

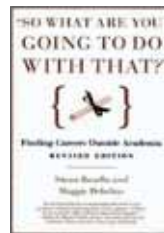
The entire education field finally gets a *Job Finder* all its own! Get full, detailed descriptions of hundreds upon hundreds of online and conventional printed job sources for teachers, administrators, researchers, counselors, support personnel, and everyone else at all levels of education. See how to use the Internet safely and effectively to land education positions through online job and resume databases. Discover the print periodicals with job ads for educators. Learn which job-matching services can place you in the job of your dreams. And read all about the directories of employers, professionals, associations, and salary surveys that can help you land the position you seek. **More online:** Free updates, the table of contents, sample entries from the book, and reviews will be available online no later than September 2008.

NEW

So What Are You Going to Do With That?: Finding Careers Outside Academia

Susan Basalla and Maggie Debelius

\$14.00, 2007, 151 pages



With half of all college courses taught by adjunct faculty, the chances of landing a tenure-track job shrinks as the realities of student loans and credit card debt grows. Can a non-academic job really be rewarding — and will anyone want to hire a grad-school refugee? Graduate students really need this new guide to moving out of academia and into the “real work world.” They are a lot more marketable than they think. The authors help readers rethink life after graduate school, figure out what they really want to do, translate skills learned in academia into terms an employer can understand and appreciate, show how to test the waters with informational interviews and internships, guide them through the oft-painful conversion of a CV into a resume, and prepare them for the very different job interview outside academia. Includes a directory of online and print resources that help PH.D.'s and M.A.'s transition out of academia.

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Order form starts on page 38. Visit <http://jobfindersonline.com> for new books and updates.

NEW

Change Your Career: Teaching as Your New Profession

Lauren Starkey
\$16.95, 2007, 324 pages

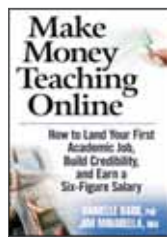


With the demand for new teachers on the rise, now is the perfect time to look into starting or switching to a teaching career. This take-charge guide provides all the vital information you need to decide if teaching is right for you, and how to make a seamless transition. It includes a diagnostic test to determine whether teaching is right for you; an overview of the teaching profession; requirements for getting a teaching degree; the pros and cons of fast-track certification programs; tips on searching for new jobs; and profiles of real people who switched to teaching mid-career. **More online**

NEW

Make Money Teaching Online: How to Land Your First Academic Job, Build Credibility, and Earn a Six-Figure Salary

Danielle Babb and Jim Mirabella
\$24.95, 2007, 240 pages, hardcover



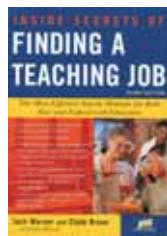
With competition for teaching positions so intense, prospective college-level teachers need every edge they can get. Teaching online gives them the chance to build up their teaching resumes and get teaching experience that moves them ahead of other candidates for university and community college positions. Today, more than eighty percent of learners have taken at least one online course, and those numbers continue to rise. But rather than hire tenure-track

professors, institutions are increasingly looking for part-time, remote educators to teach online courses. By teaching multiple classes, you can make much more money than most full-time tenured professors. The authors give you step-by-step guidance to find legitimate online universities and opportunities; discover what universities look for in online educators; manage and master the technology you need to teach; maintain professional relationships and grow your business like a consultancy; and much more.

NEW

Inside Secrets of Finding a Teaching Job, 3rd ed

Jack Warner & Clyde Bryan with Diane Warner
\$12.95, 2006, 196 pages, third edition



This excellent companion to the *Education Job Finder* shows how to research job opportunities; prepare self-marketing materials such as resumes, cover letters, mission statements, teacher portfolios, and demonstration videos; and prepare for and conduct yourself in interviews. Discover what to include in a teacher portfolio; how to handle the most commonly asked interview questions; and how to avoid turning off an interview committee. Learn how to effectively use job

fairs and networking to find openings. And discover the nontraditional path for non-education majors and others returning to the teaching field. **More online**

Expert Resumes for Teachers and Educators, 2nd ed

Wendy Enelow and Louise Kursmark
\$16.95, 2005, 290 pages, second edition

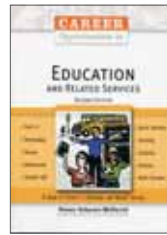
Whether you're just starting out as a teacher, seeking to move into administration, transition from business to teaching, or move from teaching to corporate training and development, this new edition offers 200 pages of sample resumes that illustrate the powerful,

performance-based resume or CV that communicates your qualifications effectively, on paper and electronically. Learn how to make your resume or CV "interviewable." Covers all top education and training jobs, from pre-K to high school teachers, special education teachers, librarians and media directors, coaches and physical education teachers, principals, superintendents, training professionals, postsecondary instructors, corporate training and development professionals, and other education majors. Valuable tips are cross-referenced with the resume samples so readers can see how the tips are applied.

NEW

Career Opportunities in Education and Related Services, 2nd ed

Susan Echaore-McDavid
\$18.95, 2006, 310 pages, second edition



There's more to education than just teaching. This new edition details 103 jobs in educational services in traditional school settings as well as in corporate, institutional, and community settings. Profiles include more than 15 new jobs as well as: teachers of all types, librarians, corporate training specialists, curriculum specialist, educational technology specialists, school psychologists, school bus driver, police canine instructors, career counselor, environmental educators, and speech-language pathologists. Each detailed career profile reports on the duties, prerequisites, career ladder, best geographic locations, personality traits needed to succeed, unions and professional association, salary range, and tips for entering the field.

U.S. News Ultimate Guide to Becoming a Teacher

Ben Wildavsky & Staff of U.S. News & World Report
\$18.95, 2004, 518 pages



**A great companion to the new
Education Job Finder due out in August.**

This remarkable guide goes far beyond the usual directory of undergraduate and graduate schools of education. Sure, it includes a 300-page directory of these schools of education with full contact information on admissions, financial aid, academic programs, plus pass rates on state teacher licensing tests, degrees offered, application deadlines, and number of assistanceships. It also reveals how the graduate schools stack up — which are the hardest and easiest to get into; which schools' graduates are most likely, and least likely, to pass state certification tests? It looks beyond school to report in which states will first-year teachers make the most, and the least, money; in which cities do teachers with a masters degree make the most and the least salary. Going even further than other directories, it includes chapters on the trouble with teaching and how to fix it; alternative routes to the classroom; determining which school is right for you; finding financial aid; and getting licensed in each state.

NEW

Unauthorized Teacher's Survival Guide, 3rd ed

Jack Warner and Clyde Bryan
\$12.95, 2006, 208 pages, third edition

Essential for everyone considering a teaching career, this candid, practical guide picks up where college training leaves off. Not only does it show new educators what it's really like to be a teacher, but it also addresses the issues nobody wants to talk about such as knowing the warning signs of a troubled student, recognizing the potential for violence in your classroom, and dealing with situations before they get out of hand. Learn how to unwind and manage the

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stress of teaching as well as how to handle that first day of class. Includes support groups, organizations, and Internet resources.

Environment

NEW

Careers in the Environment, 3rd ed

Michael Fasulo & Paul Walker

\$15.95, 2007, 343 pages, third edition



Perfect for both first time job seekers and career changers, this book discusses a variety of careers related to the environment and how to pursue the one you want. Fasulo and Walker describe an overview of environmental professions, outline job options, show how to plan and prepare for each career, and report on salaries and benefits, education and training, advancement possibilities, long-term outlook, and resources for more information. This new edition offers

sections on air and water quality management, energy and resource engineering, planning and design, forestry and outdoor recreation, biological and life sciences, agricultural and animal sciences, and waste management and environmental assessment. Specific job examples include meteorologist, air pollution technician, civil engineer, water pollution technician, transportation engineer, petroleum engineer, electrical engineer, mechanical engineer, energy management technician, planner, architect, landscape designer, surveyor, forester, park ranger, biologist, oceanographer, chemist, agronomist, botanist, horticulturist, veterinarian and environmental engineer.

NEW

Saving the Earth as a Career: Advice on Becoming a Conservation Professional

Malcolm Hunter, David Lindenmayer, & Aram Calhoun

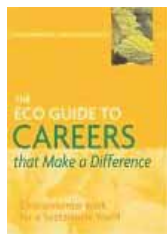
\$19.95, 2007, 200 pages

Written in an informal and engaging style, this innovative new book is an ideal resource for students and professionals pursuing a career in conservation. It introduces all the important steps to becoming a conservation professional, from making the right career choice to finding a position in the field; provides helpful advice to students about selecting a course, conducting research projects, writing papers, and attending conferences; and looks at a number of professions, from environmental lawyer and civil engineer, to ecologist and environmental scientist. **More online**

Eco Guide to Careers That Make a Difference: Environmental Work for a Sustainable World, 4th ed

The Environmental Careers Organization

\$18.95, 2004, 401 pages, fourth edition



Replacing *The Complete Guide to Environmental Careers*, this totally new edition goes beyond job titles and resume tips to immerse readers in the ins and outs of 40 specific environmental jobs. Easily the very best book to help readers choose their environmental career, this new volume offers every conceivable detail about scores of professions in the environmental arena: case studies, job duties, salary outlook, qualifications and education, online and print resources, internship opportunities, and profiles of professionals. Each of the 19 career areas includes a conversation with a top practitioner who shares the nitty gritty reality of the field.

Government Careers

Local, State, and Federal

NEW

Government Job Finder, 4th ed

Daniel Lauber and Deborah Verlench

348 pages, **September 2008**, fourth edition

Paperback: \$19.95, ISBNs: 1-884587-35-6; 978-884587-35-1;

Hardcover: \$32.95, ISBNs: 1-884587-23-2; 978-884587-23-8



"Consider this title **an absolute must** because it is so comprehensive and inexpensive."

— *American Reference Books Annual*

Most government jobs — actually 80% — are with local and state government. This is the only resource covering local and state government as well as the federal government.

This all-new edition details more than 2,002 essential job-search tools for specific occupations nationwide for local, state, and federal government positions in each state. Included are descriptions of Internet job banks and resume databases; specialty and trade magazines; job listing periodicals; job-matching services; job hotlines; online, print, and CD-ROM directories of government employers and individuals (for networking); and salary surveys. **More online:** Free updates, table of contents, sample entries from the book, and reviews will be available online by September 2008.

"**Essential** starting place for anyone seeking any kind of employment with any level of government.

— *Midwest Book Review*

"There is **no better job information book** for the money" — *Career Opportunities News*

NEW

Everything Guide to Government Jobs

James Mannion

\$14.95, 2007, 306 pages

A great companion to the forthcoming *Government Job Finder*, this new book describes the types of jobs in all branches of government and how to get hired. Uncle Sam hires an average of 300,000 new employees each year! This book is a comprehensive and unique guidebook to the ins and outs of finding a job in Homeland Security, the postal service, public works, social work, the judicial system, and other government fields, including overviews of the requirements and application process for each job.

NEW

Career Opportunities in Law Enforcement, Security, and Protective Services, 2nd ed

Susan Echaore-McDavid

\$18.95, 2006, 272 pages, second edition



Current concerns about security and terrorism have placed law enforcement agencies and protective services in the spotlight and led to sweeping changes in some branches. Get updated, indispensable, and realistic information on over 77 specific jobs in these fields, including forensic and private investigators, computer security, emergency services, corrections, U.S. Coast Guard Boarding Team Personnel, U.S. Customs and Border Patrol officer, workplace safety and security, and building

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code inspection. Each detailed career profile reports on the duties, prerequisites, career ladder, best geographic locations, personality traits needed to succeed, union and professional associations, salary range, and tips for entering the field.

20% OFF

Your Criminal Justice Career: A Guidebook, 2nd ed

The Justice Research Association
\$12.00 (retail: \$15.00), 2001, 149 pages, second edition, only 2 copies left in stock; once they're gone, that's it!

The experts on the criminal justice system clearly and concisely explain all aspects of this field, including careers as attorneys, judges, correctional officers, firefighters, inspector or compliance officers, paralegals, law enforcement officers, private investigators, and private security officers. For each career, you get the nature of the work, working conditions, employment levels and outlook, training, other qualifications, and advancement, earnings, related occupations, and sources of more information.

NEW

Great Jobs For Criminal Justice Majors, 2nd ed

Stephen Lambert and Debra Regan
\$15.95, 2007, 224 pages



Perfect for students — and anyone changing careers — who want to explore traditional and nontraditional career options in criminal justice. This new edition discusses careers in law enforcement, the courts and corrections. Positions described include police officer, FBI agent, IRS, DEA, Secret Service, parole officer, park ranger, customs inspector, bailiff, court reporter, clerk of court, paralegal, lawyer, social worker, vocational counselor, correctional officer, warden, private investigator, corporate security.

Covers every aspect of the job search, including assessing talents and skills, exploring options, making a smooth transition from college to career, conducting an effective job search, networking, researching employers, and negotiating salaries. It also offers a thorough discussion of each career path option including a review of the types of jobs, qualifications, working conditions, earnings, career outlook, strategy for finding the jobs, possible employers, sources of job openings, and how to explain to the employer how a criminal justice degree relates to the job.

Federal Only

Today the Federal government offers great opportunities for students and new graduates:

With 1.3 million federal employees eligible for retirement this year and a severe shortage of qualified candidates for Homeland Security positions, opportunities with the federal government have never been better.

NEW

Book of U.S. Government Jobs, 10th ed

Dennis Damp
\$22.95, 2008, 288 pages, tenth edition

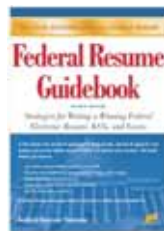


Damp packs the insights from his 35 years working for the feds into 288 pages of details on how to find positions, how to apply, and how to get hired. He covers every gamut of the federal hiring process — in plain English, not bureaucratize — including insider tips the feds would prefer be kept secret. There's so much in this book we can't fit it in this print catalog that you should visit our web site for full details. **More online**

NEW

Federal Resume Guidebook, 4th ed

Kathryn Kraemer Troutman
\$21.95, 2007, 448 pages, fourth edition

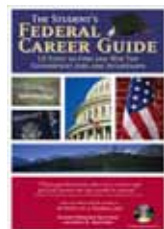


The **essential** resource for completing applications for federal jobs, this totally-revamped new edition shows how to use the new online resume builders that federal agencies require applicants to use as well as how to write successful KSAs, ECQs, essays, and short answers. Get tips on new security clearance requirements, over 30 sample resumes in actual online builder format, and special insights for targeting occupational series. We've got the entire 23-chapter "Table of Contents" **online** for this massive, thorough, and **indispensable** resource. **More online**

NEW

Student's Federal Career Guide: 10 Steps to Find and Win Top Government Jobs and Internships

Kathryn Kraemer Troutman & Emily Troutman
\$21.95, 2006, 221 pages



Now is the time for young people to get hired by the federal government — the average age for federal workers is 50 and the Baby Boomers are starting to retire in droves. The new Homeland Security department is also working hard to recruit young people. This is the only comprehensive guide to federal government jobs designed for young adults! It includes a CD-ROM with case studies, sample cover letters and resumes, and hotlinks to federal agencies and internships as the book details ten easy steps to help students find job and internship postings, write federal resumes, apply for federal jobs online or by mail, and nail their interviews. "No stone is left unturned in Troutman's quest to demystify the Federal job application." — *Katy Saldarini, GovExec.com*

Quick & Easy Federal Jobs Kit

DataTech Software. Version 6.5
Single user: \$49.95; **Two users:** \$59.95; **Eight users:** \$129.95; **Unlimited number of users:** \$499.95. Call for price on network versions. Requires Windows™ 95 or higher (works in Vista)



All the above books show how to write a great federal resume, OF 612, etc. Now get the software that makes it easy by typing your information only once — your data is automatically transferred to all the other federal forms!

This newest version of the *Quick&Easy Federal Jobs Kit* offers intelligent easy-to-use software versions of the most frequently used federal employment forms. Its automated forms allow you to enter data using a series of screens that look just like the official forms. Print your completed forms on any laser or ink jet printer and plain blank paper. You can also submit them via fax, email, or a website. And because the forms are complete, correct and properly formatted, there's less time wasted on rejections. **More online**

NEW

Federal Law Enforcement Careers: Profiles of 250 High-Powered Positions and Tactics for Getting Hired, 2nd ed

Thomas Ackerman
\$19.95, 2006, 452 pages, second edition

Filled with comprehensive, up-to-date information about federal law enforcement jobs, in a manner that is simple and easy for

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readers to understand and use, Federal Law Enforcement Careers provides detailed profiles of 250 careers with more than 130 agencies, plus qualification requirements and training program descriptions. It reveals accurate, current information on 250 positions in 10 categories including criminal investigators, intelligence specialists, correctional personnel, and many more.

NEW

FBI Careers, 2nd ed

Thomas Ackerman
\$19.95, 2006, 340 pages, second edition



With the FBI's mission change toward homeland security and counter terrorism, this current, definitive guide is essential to handling the FBI's rigorous selection process! Its helpful information reveals what it takes to succeed in landing a job — for special agents as well as professional support personnel. This resource includes profiles on dozens of FBI careers, highlighting “hot jobs” like Special Agents, Forensic Examiners, Evidence Technicians, Intelligence Operations Specialists,

and Language Specialists. It reveals information on salary and benefits, details on the hiring process, and an overview of FBI training. This new edition is packed with tips on preparing for the new physical fitness test and handy information about the FBI's expanded internship program.

Post Office Jobs, 4th ed

Dennis Damp
\$19.95, 2005, 256 pages, fourth edition



The Post Office has more job openings each year — 40,000 — than any Fortune 500 Company — offering new graduates great opportunities, especially during tough economic times. This all-new edition helps applicants consider all the types of jobs available with the postal service, locate all job openings, and prepare for the new 473 exam (required since December 2004). It will help readers identify job openings and match their skills to job classifications. It provides information on when and where to take qualifying exams, and how to deal with applications, resumes, and interviews. It provides a thorough explanation of the U.S.P.S.'s unique hiring process, types of jobs, benefits, plus how to take qualifying exams, along with sample questions and answers.

More online

Health Care Careers

Most of the fastest growing occupations will be in health care during the next decade according to the U.S. Department of Labor. These resources help readers find their niche in these high-demand careers.

NEW

Everything Guide to Careers in Health Care

Kathy Quan
\$14.95, 2007, 303 pages

Explore all the employment possibilities in health care — and choose the right career path for you in the trillion-dollar health-care industry, the fastest growing segment of the job market. From nursing and psychology to pharmacy technology and art therapy — and dozens more positions in between — this engaging, enlightening volume helps you decide which career to pursue and how to pursue it, including: self-assessment and self-evaluation; working conditions and lifestyle concerns; educational requirements; and available grants and incentives.

NEW

Exploring Health Care Careers

Ferguson Publishing
\$125.00, 2006, 935 pages in 2 volumes, hardcover, third edition



It's the “Bible of Health Care Careers!” Fully revised and updated, this expansive new edition answers virtually every question readers have about the opportunities, requirements, responsibilities, and experiences associated with over 100 health care careers. Interviews with professionals in each field give readers a real feel for each career. Each career option details courses, activities, and areas of interest that help prepare students for a particular job; internship and volunteer opportunities; and jobs that require similar skills. Expanded coverage of alternative medicine careers. **More online**

NEW

Health Care Job Explosion: High Growth Health Care Careers and Job Locator, 4th ed

Dennis Damp
\$19.95, 2006, 320 pages, 4th edition



“Indispensable resource for anyone considering a career in health care.”
— *Jobs Unlimited*

This book is the best up-to-date guide to the 2.8 million new health care jobs that will be created in the next seven years. Get the scoop on these new jobs, most of which require less than four years of college. Discover all the opportunities in home health care which will grow by 80 percent! Damp reports the details for each health care occupation: what you do on the job, working conditions, required training and education, certifications and licensing, salaries, job outlook, and contacts for more information including professional associations. Candid interviews with health care professionals gets beyond clichés and into the reality of each job. Also included are over 1,000 ways to find job openings both online and offline.

NEW

Change Your Career: Nursing as Your New Profession

Barbara Arnoldussen
\$16.95, 2007, 344 pages



This insightful new guide for starting or switching to a nursing career includes: A diagnostic test designed to show if nursing is right for you; an overview of the nursing profession and the options available to you — all the different specializations in and outside hospitals; the basics to getting a nursing degree: the courses and standardized tests you'll have to take; how and where to search for new jobs; making your resume work for you with the skills from your previous career; and profiles of real people who switched to nursing mid-career.

NEW

Resumes for Nursing Careers, 3rd ed

Editors of McGraw-Hill
\$11.95, 2007, 152 pages, third edition

Perfect for college grads and career changers, this new edition offers nearly 100 sample resumes and 20 cover letters that illustrate sound principles for crafting resumes for nursing careers. Learn the vocabulary that reaches out to the reader, how to design eye-catching resumes, and convert print resumes to electronic style. Covers a broad variety of nursing fields and careers.

PLANNING/COMMUNICATIONS

Careers in Health Care, 5th ed

Barbara Swanson

\$15.95, 2005, 321 pages, 5th edition

Our sprawling health care system offers boundless employment opportunities. Discover scores of satisfying, well-paying career paths available to people with different types of health care degrees. Get a thorough overview of each profession including employment statistics, resources, educational requirements, licensing, certification and salaries along with realistic snapshots of what to expect out in the field. Whether your interests lie in becoming an art therapist, doctor, nurse, or radiologist, you'll get expert advice on finding the best jobs in your field.

NEW

Getting into Medical School, 10th ed

Sanford Brown, M.D.

\$14.99, 2006, 336 pages, tenth edition

This all-new edition guides prospective medical students through the extremely demanding process through which only half the applicants are accepted into medical schools. Learn which undergraduate courses to take. Be guided step-by-step through the process of taking the required MCAT, applying to medical school, getting a personal interview, and doing well as a medical student. Includes new information on osteopathic schools and a directory of websites that provide valuable information to medical school candidates.

NEW

U.S. News and World Report Ultimate Guide to Medical Schools, 2nd ed

U.S. News & World Report Staff

\$18.95, 2006, 362 pages, second edition

The first step to becoming a physician is getting the right medical school to accept you. Going beyond the usual directory of medical schools, this new guide reveals what admissions officers really look for and what they hate to see. It offers solid advice on taking the MCAT's and writing the personal essay. The thorough directory of medical schools features full contact information, admission standards, financial aid sources, profiles of academics and the student body, library resources, and information technology used. Learn where the graduates of each school go to work as well as which schools are the toughest to get into and which offer the most financial aid.

NEW

Great Jobs for Psychology Majors, 3rd ed

Julie DeGalan & Stephen Lambert

\$15.95, 2006, 192 pages, third edition

Explore traditional and nontraditional career options in psychology. This new edition examines careers in residential care, social and human services, human resources, therapy and education. Specific positions described include counselor, clinician, psychologist, psychiatrist, social worker and teacher as well as benefits coordinator, compensation specialist, recruiter, training manager and many more. More on page 15.

High Tech & Science Careers

NEW

Careers in High Tech, 3rd ed

Nicholas Basta

\$15.95, 2007, 154 pages, third edition

Job and career opportunities are growing exponentially as high tech jobs spread out into just about every business, government entity, educational institution, and nonprofit organization. This new edition offers a thorough overview of each high tech career includ-

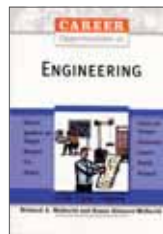
ing employment statistics, resources, educational requirements, certification, and salaries along with realistic snapshots of what to expect out in the field.

NEW

Career Opportunities in Engineering

Susan Echarore-McDavid and Richard McDavid

\$18.95, 2007, 321 pages



Despite a growing need for engineers, there's been a decline in the number of qualified engineers graduating from U.S. colleges. Get the scoop on 83 profiled careers in engineering including acoustical, aerospace, biosystems, civil, electrical, flight testing, food processing, geotechnical, nuclear, robotics, software, wastewater engineers as well as technical writers and engineering technicians. All engineering jobs have in common is the need for qualified problem-solvers with the right technical skills to fill them. This new guide offers a great starting point for students deciding which career path to follow and for those who want to choose which form of engineering to pursue.

NEW

Resumes for Engineering Careers, 3rd ed

Editors of McGraw-Hill

\$11.95, 2006, 169 pages, third edition



Nothing works quite like examples, especially for engineers. This new edition offers nearly 100 sample resumes and cover letters that illustrate sound principles. Particularly helpful are tips for crafting resumes with vocabulary that reaches out to the reader, designing eye-catching resumes, and converting print resumes to electronic style. Covers a broad variety of engineering fields and careers.

NEW

Great Jobs for Geology Majors, 2nd ed

Blythe Camenson

\$15.95, 2006, 224 pages, second edition



Perfect for students — and anyone changing careers — who want to explore traditional and nontraditional career options for geology majors. This completely new edition discusses careers in the oil and gas industry, mining and minerals, environmental geology, and education. Specific positions described include petroleum engineer, mining engineer, consultant, hydrogeologist, paleontologist, environmental engineer and teacher among many others.

This new edition covers every aspect of the job search, including assessing talents and skills, exploring options, making a smooth transition from college to career, conducting an effective job search, networking, researching employers, and negotiating salaries. It also shows how to explain to an employer how a degree in geology relates to the job.

NEW

Resumes for Science Careers, 2nd ed

Editors of McGraw-Hill

\$11.95, 2007, 151 pages, third edition

Perfect for college grads and career changers, this new edition offers nearly 100 sample resumes and 20 cover letters that illustrate sound principles for crafting resumes for careers in science. Learn the vocabulary that reaches out to the reader, how to design eye-

catching resumes, and convert print resumes to electronic style. Covers a broad variety of science fields and careers.

NEW

Official Dice Technology Job Search Guide

Dice, Inc.
\$24.99, 2007, 264 pages



With this book you've just hired a personal job-search agent! Pursuing an IT job is unlike any other job search. So if you approach the search the way you would look for a job in sales or manufacturing, you can expect a lot of frustration. This savvy new guide shows how and where to look for technology positions, how to effectively interview for them, and how to land the job of your dreams. Learn which skills are in demand in today's market. Get a complete overview of jobs that exist in IT and decide which you want. Learn the step-by-step procedures for finding a job right out of school, changing careers to IT, and advancing your career. Discover the training and certifications that will boost your chances. Learn how to evaluate your strengths and promote them with asset statements. See how to structure your resume and cover letter to open doors. Learn how to make a good impression and demonstrate your knowledge in the interview. Discover where to find the jobs — job fairs, recruiters, and Dice.com. Includes eye-opening testimonials from real IT professionals who talk candidly about what their jobs entail and how they feel about them!

Great Jobs for Math Majors, 2nd ed

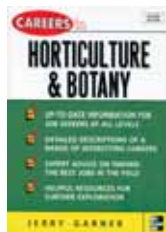
Stephen E. Lambert
\$15.95, 2005, 240 pages, second edition

Explore traditional and nontraditional career options in mathematics including careers in academia as well as math-specific and math-related jobs. Specific positions described include actuary, mathematician, statistician, operations research analyst, financial analyst, sales representative, purchasing agent, software engineer, application developer, consultant, and teacher among many others. Learn how to explain to an employer how a mathematics degree relates to the job. More details on page 15.

NEW

Careers in Horticulture and Botany

Jerry Garner
\$15.95, 2007, 165 pages, second edition



If you find peace and satisfaction in growing plants and flowers, consider making horticulture or botany your profession — fields where opportunities never stop growing! This fully updated edition will help you develop a clear understanding of the various career options; key in on the specialty most suited for you — from landscaper to floral designer to botanist; understand what to expect in an entry-level job; find the education and training you'll need; and familiarize yourself with current salaries, benefits, and the best job prospects.

Great Jobs for Biology Majors, 2nd ed

Blythe Camenson
\$15.95, 2004, 168 pages, second edition

Perfect for students — and career changers — who want to explore traditional and nontraditional career options in biology. This new edition discusses careers in botany, zoology, aquatic science, education, and medicine. Specific job areas described include plant biology, agronomy, horticulture, forestry, marine biology, molecular biology, oceanography, biochemistry, biophysics, biotechnol-

ogy, pharmacology, and zoo and museum work. For additional details, see page 15.

International Careers

50% OFF

International Job Finder: Where the Jobs are Worldwide

Daniel Lauber with Kraig Rice
Regularly \$19.95; you pay only \$9.98, 2002, 348 pages, ISBN 1-884587-10-0; only imperfect copies are available. Available only while supplies last. These books are imperfect; the cover may be bent, there may be residue from a price sticker; but there is no writing in them. These are *not* used books.



"Terrific... truly indispensable for international job seekers" — *Joyce Lain Kennedy*
"Strongly recommended" — *Library Journal*

The international scene is where the Internet really shines, enabling job seekers to apply and interview for jobs halfway across the world via their computers. The highly-acclaimed *International Job Finder* includes full information on more online job databases, resume banks, and databases of employers as well as conventional "offline" job sources for job seekers without an Internet connection than any other career book. It also guides readers to up-to-the-minute advice on visas, work permits, residency requirements, and other inside tips to turn your international job search into a rousing success. **Much more online: Free updates, table of contents, sample entries from the book, and full reviews.**

How to Get a Job in Europe

Cheryl Matherly and Robert Sanborn
Pay only \$22.95, **36% discount** off the \$35.95 price, 2003, 496 pages, ISBN 1-884587-29-1, fifth edition, hardcover at the price of the paperback (which is sold out)



"Without doubt, the **best book** on this subject and a **real bargain** for the tons of advice and information it provides."
— *Bookviews.com*

JQ Savings: Get the hardcover at the paperback price

The ultimate guide to getting hired in the United Kingdom, France, Italy, Germany, Spain, Greece, Holland, Turkey, and 21 other countries. Each nation's chapter includes a directory of major employers, business directories, employment regulations for Americans, an evaluation of the current economic climate, additional resources (major newspapers, web sites, embassies, chambers of commerce, world trade centers), short-term and temporary work opportunities, internship possibilities, getting around the country, and a cultural and historical summary for each nation.

"Comprehensive, practical, detailed... **Recommended for libraries, career centers, and placement offices.**"

— *American Reference Books Annual*

"Excellent... tremendous amount of useful information.... Well researched... **Highly recommended.**"

— *Career Opportunities News*

See how to determine if an international job is for you. The authors offer their "Nine-Step Plan" strategy for finding jobs and getting hired that works. Learn the different approaches to resumes,

PLANNING/COMMUNICATIONS

Order form starts on page 38. Visit <http://jobfindersonline.com> for new books and updates.

cover letters, and interviewing required for an international job search. Learn how to cut red tape and obtain your working papers.

Much more online: Free updates, table of contents, sample entries from the book, and full reviews.

NEW

Great Jobs for Foreign Language Majors, 3rd ed

Julie Degalan and Stephen Lambert
\$15.95, 2007, 192 pages, 3rd edition



Perfect for students — and anyone changing careers — who want to explore traditional and nontraditional career options for foreign language majors. This new edition discusses careers in education, translation, government, and business. Specific positions described include translator, interpreter, international education coordinator, and teacher among many others. Additional related occupations presented in the text are ESL teacher, admissions officer, human resources specialist, import/export coordinator, travel agent, librarian, and law enforcement officer. This book covers every aspect of the job search, including assessing talents and skills, exploring options, making a smooth transition from college to career, conducting an effective job search, networking, researching employers, and negotiating salaries. It also offers a thorough discussion of each career path option including a review of the types of jobs, qualifications, working conditions, earnings, career outlook, strategy for finding the jobs, possible employers, sources of job openings, and how to explain to the employer how a degree in a foreign language relates to the job.

NEW

Jobs and Careers Abroad, 13th ed

Guy Hobbs
\$21.95, 2006, 444 pages, thirteenth edition



Everything needed to launch a successful overseas job search! Part I guides you through both the conventional job hunt and the “Creative Job Search” technique, including a substantial chapter on job-seeking via the Internet. Part II proffers details on over 35 different careers, from agriculture & accountancy, nursing & medicine and information technology to hospitality & tourism etc., with detailed information on Recruitment and Sources of Jobs. Part III provides details on job opportunities for 50 countries including information on employment prospects; immigration and residency; cost and standard of living; visas; short term work; health, welfare, and education; and specific contacts for job opportunities. Also included for each country is a directory of potential employers with full contact information.

Careers in International Business, 2nd ed

Ed Halloran
\$14.95, 2003, 192 pages, second edition

Learn how to find and keep the international job that’s right for you. From traditional jobs to contract work to entrepreneurial endeavors, you will learn how to research available international positions; create a plan for acquiring the necessary credentials, including language proficiency; determine the international career best suited to your strengths and interests; prepare a portfolio for prospective international employers; and respectfully conduct business in different cultures.

American Jobs Abroad

Victoria Harlow and Edward Knappman

JQ Savings:

Pay only \$9.75, **85% discount** off the \$65.00 retail price, 898 pages, hardcover, 50 copies left; available only while supplies last

American Jobs Abroad presents more information about the **900 companies** it profiles than any other directory of international employers. You get the goods on over 800 American-based companies plus 100 government agencies and nonprofit organizations that offer jobs in 111 countries in 200 job categories. You also get keen insights on the practical aspects of living abroad.

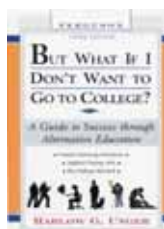
Jobs Without a Four-Year Degree

Whatever the cause — financial, grades, stress, shifting interests — many college students don’t make it to graduation. These resources give them options for rewarding and satisfying careers that don’t require a four-year bachelor’s degree. Also see *Dream It Do It* on page 3.

NEW

But What If I Don’t Want to Go to College? A Guide to Success Through Alternative Education, 3rd ed

Harlow Unger
\$16.95, 2006, 246 pages, third edition



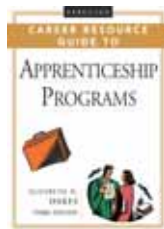
“An excellent guide that carefully defines and relays the advantages and disadvantages of the ten basic kinds of vocational education. The in-depth analysis is clear, thorough, and will be helpful...” — *School Library Journal*

This all-new edition provides concrete, step-by-step information for students who wish to pursue career avenues or educational opportunities other than college — for instance, alternative and vocational education — after high school graduation. This updated volume examines careers in 16 industry categories and describes the skills and experiences required for each. It also offers guidance for self-assessment and determining what essential employment skills readers already possess.

NEW

Ferguson Resource Guide to Apprenticeship Programs, 3rd ed

Elizabeth Oakes
\$125, 2006, 1,056 pages, hardcover, two volumes, third edition



Apprenticeships open the door to good-paying jobs. This new edition helps students locate, evaluate, and successfully apply for apprenticeship and on-the-job training programs. It contains up-to-date information on apprenticeships in 55 career fields, as well as various government-sponsored programs and contact information for job centers, state apprenticeship councils, and much more. A new essay section covers topics such as volunteer work, interviewing skills, and Canadian apprenticeships, among others. Expanded indexes and appendixes include apprenticeships by state, job title, and various U.S. and Canadian government career-classification indexes.

NEW**Exploring Tech Careers, 4th ed**

Ferguson Publishing
\$125.00, 2006, 928 pages in 2 volumes, fourth edition, hard cover



In the fields of medicine, manufacturing, education, and law, technicians and paraprofessionals have become vital parts of the labor force as employers increasingly rely on technicians to perform jobs that other professionals once handled. Popular for their good pay and relatively short training cycles, these careers are among some of the most dynamic in today's job market. Get in-depth looks at more than 110 technician careers including interviews with professionals already at work in the field. Includes DOT classification numbers for all careers, in addition to GOE and O*NET-SOC numbers.

NEW**Blue Collar Resume and Job Hunting Guide**

Ron and Caryl Krannich
\$15.95, 2007, 295 pages

In today's competitive and high-tech job market, everyone needs a resume, including blue collar workers who used to primarily complete applications and just "show up" at job sites. This book showcases the best resumes written by professional resume writers for blue collar workers, some of whom earn over \$100,000 a year, in a variety of trade occupations. It also includes numerous tips for conducting an effective job search, including assessing skills, setting goals, networking, conducting research, interviewing, negotiating compensation, and getting started on the job.

NEW**Top 100 Careers Without a Four-Year Degree, 8th ed**

Michael Farr
\$17.95, 2007, 378 pages, eighth edition

A great one-stop resource for people seeking jobs that offer satisfying work as well as good pay and opportunity, but do not require a four-year degree! For each of the 100 careers detailed, learn about working conditions, job outlook through 2012, opportunity for advancement, skills and training required, earnings, and additional information sources. The free bonus section, "The Quick Job Search," proffers proven advice to cut job-search time in half along with sample resumes and helpful articles on labor market trends so you can choose the best industry in which to work.

Law Careers**NEW****Career Opportunities in Law and the Legal Industry, 2nd ed**

Susan Echaore-McDavis
\$18.95, 2007, 310 pages, second edition



The verdict is in: Opportunities exist in the legal profession beyond lawyers and judges, especially in growth areas like intellectual property, health care, and environmental law. Get in-depth descriptions of over 100 legal career paths, including future prospects, career ladders, and salaries for positions including legal videographer, family court mediator, bail bond agent, criminologist, juvenile counselor, title examiner, and public-interest advocate, as well more conventional legal careers. Extensive directories provide education and training resources, professional associations, state bar admission offices, and more.

20% OFF**Should You Really Be a Lawyer? The Guide to Smart Career Choices Before, During & After Law School**

Deborah Schneider & Gary Belsky
\$17.56 (retail: \$21.95 — you save 20%), 2004, 238 pages, only while supplies last

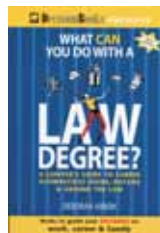
Since half of America's attorneys are dissatisfied with their career, now is the time to decide whether law is really the right path for you — before you take the LSAT and start applying to law schools. Prospective law student can test their assumptions about law school — and the law — and assess whether the legal profession is right for them. Current law students can clarify their uncertainty about what to do with their law degrees (even about law school itself), and make smarter choices about finding jobs they enjoy. Practicing attorneys can jump-start themselves out of unsatisfying jobs, and decide whether a legal, law-related, or non-legal career is the best fit for them. **Much more online**

20% OFF**Running From the Law, 3rd ed**

Deborah Arron
\$13.56 (retail: \$16.95 — you save 20%), 2004, 192 pages, third edition, only while supplies last **Details online**

20% OFF**What Can You Do With a Law Degree? 5th ed**

Deborah Arron
\$23.96 (retail: \$29.95 — you save 20%), 2004, 252 pages, fifth edition, only while supplies last



A *must read* for every body considering a career in law! Avoid the unhappiness that plagues half the nation's attorneys. This expanded new edition helps students decide if they want to become lawyers and helps law students decide what to do with their J.D.s. inside, outside, and around the law. Its unique Job Grid System helps readers define their ideal work environment.

The *ABA Journal* calls this book the "lawyer's version of *What Color Is Your Parachute?*" based on "sound career counseling theory and practice" Arron helps readers conduct a self-assessment and identify their transferable skills, market their special talents, write effective cover letters and resumes, avoid job-interview hell, and overcome the three major barriers to lawyers leaving the mainstream of legal practice.

NEW**Cracking the LSAT**

You can't get into law school without taking the LSAT. See page 37 for details on this superb preparation guide for the LSAT.

NEW**Paralegal Career for Dummies**

Scott and Lisa Hatch
\$24.99, 2006, 362 pages, book and CD-ROM **i**



Get into law without a law degree! Paralegal is one of the fastest growing professions, but entering the field requires focus and a clear understanding of what paralegals do. This easy-to-read guide proffers all the information readers need to enter and flourish as a paralegal. Featuring a current and unbeatable guide to paralegal job hunting, this vital resource includes a CD-ROM packed with useful forms and examples.

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Order form starts on page 38. Visit <http://jobfindersonline.com> for new books and updates.

Military to Civilian Transition

Help make their return to civilian life a whole lot easier. Today's veterans need all the help they can get to overcome employer discrimination and other obstacles.

NEW

Military Spouse's Complete Guide to Career Success: Finding Meaningful Employment in Today's New Global Workplace

Janet Farley
\$17.95, 2008, 208 pages

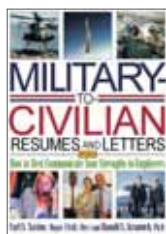


Today's global and mobile work environment gives military spouses who seek meaningful employment real career options. This new book helps military spouses develop and implement an effective job search campaign and successfully manage their careers despite the many challenges associated with the military lifestyle. Packed with useful resources, inspirational stories, and practical career tools, the book assists military spouses whether they are new to the workforce, returning after a break, or already well established in a career field. It covers everything from resume writing to starting a business. Whether users are married to an active-duty, reserve, or retired soldier, sailor, airman, or marine, this book offers practical information that can be immediately used for finding jobs and launching professional careers.

NEW

Military to Civilian Resumes and Letters, 3rd ed

Carl Savino and Ronald Krannich
\$21.95, 2007, 358 pages, third edition

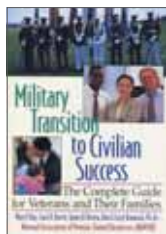


Transitioning to the civilian work world is filled with challenges for the more than 250,000 military personnel who leave the various services each year. It's especially difficult for those who are uncertain how to clearly communicate what they do well and enjoy doing to civilian employers. This new edition provides important answers to the many questions facing job seekers with military experience. Going beyond the rules of good writing, the authors show how to produce, distribute, follow up, and evaluate resumes and letters with maximum impact. Identifying what employers really look for on resumes and letters, they show how to craft dynamite employer-centered communication. Includes 65 key principles, a 6-step military-to-civilian language translation process, over 75 sample resume and letters, 100 top Internet employment sites, and more.

NEW

Military Transition to Civilian Success: The Complete Guide for Veterans and Their Families

Ron and Caryl Krannich, Mary Hay, Lani Rorrer, James Rivera
\$21.95, 2006, 480 pages



Here's the ultimate career transition guide for military personnel, veterans, and their families. Jam-packed with the latest strategies and tips for launching a successful transition into the civilian world. Its 19 chapters cover the new world of work, transferable military-to-civilian skills, best jobs for transitioning military, top 100 employers, federal employment, starting a business, developing the right attitudes, assess-

ing skills, stating goals, completing applications, writing resumes and letters, dressing for success, conducting an online job search, attending job fairs, networking, interviewing, negotiating salary, accepting a job offer, advancing one's career, relocating, planning finances, overcoming setbacks, and much more.

NEW

Financial Aid for Veterans, Military Personnel & Their Dependents 2006-2008

Gail Schlachter & R. David Weber
\$40.00, 2006, 448 pages, 2006-2008 edition

Comprising more than a third of the U.S. population, veterans, military personnel, and their dependents are eligible for billions of dollars in financial aid. Here, in one place, is a complete directory of 1,200 federal, state, and even privately-funded programs for study, research, career development, travel, emergencies, and other purposes. Also identifies other key directories that can lead to even more financial opportunities. **More online**

Nonprofits

About 13 million Americans work for nonprofits — with a 10 percent increase expected by 2010. That's another 1.3 million jobs waiting for your students and patrons — and these resources will help them enter or transition into this growing sector of the economy.

NEW

Nonprofits Job Finder: Where the Jobs are in Charities & Nonprofits, 5th ed

Daniel Lauber and Deborah Verlench
240 pages, **November 2008**, fifth edition
Paperback: \$19.95, ISBNs: 1-884587-36-4; 978-884587-36-8
Hardcover: \$32.95, ISBNs: 1-884587-25-9; 978-884587-25-2



"Rates a 10." — *Career Opportunities News*

Nonprofits now employ over 10 percent of the workforce. Word-of-mouth is no longer the primary way charities and nonprofits fill their job vacancies. Today they use the same employment practices as the business world and government. This all-new edition of this award-winning resource guides readers to over 1,500 of the most effective tools to use in every type of job search so you can find job vacancies with nonprofits and charities: Internet job and resume databases, job-listing periodicals, online and print directories, online and print salary surveys, job-matching services, and more. Use the directories to find potential employers and to identify people with whom to network. Use the salary surveys to arm yourself for negotiating the best salary and benefits you can get.

Much more online: Table of contents, sample entries from the book, reviews starting November 2008.

"Worth its weight in gold as the only reference to explore all these [different job search tools]. **Highly recommended"**

— *American Reference Books Annual*

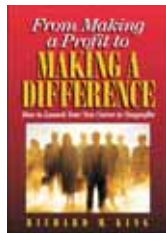
PLANNING/COMMUNICATIONS

From Making a Profit to Making a Difference: How to Launch Your New Career in Nonprofits

Richard M. King
2000, 178 pages

\$16.95 paperback, ISBN 1-884587-17-8

JQ Savings: \$16.95 hardcover (retail: \$29.95) ISBN 1-884587-16-X



JQ Savings: Get the hardcover for the same price as the paperback!

“Superb... **highly recommended** ... **essential** reading for anyone seeking a job or career in nonprofits.”

— *Midwest Book Review*

Ideal for anyone who wants a job in nonprofits. Switching careers is tough. It's even harder when trying to move from the business world to nonprofits. Now one of America's top executive recruiters for nonprofits reveals the practical, inside secrets for making this transition successfully. Learn how to assimilate into the nonprofit culture, strategically volunteer to get nonprofit experience, and build a nonprofit contact network. King explains the very different way nonprofit leaders think and hire so you can revamp your resume, cover letter, and interviewing techniques to the nonprofit mind set. Also includes King's Nonprofit Preference Index to help you decide what kinds of nonprofit work and work settings fit you best.

“**Should be snapped up** for business/career collections ... **golden resource** ... **practical** guidance, and particularly timely as many baby boomers are soul searching their work choices.” — *Today's Librarian*

Recommended by *Fortune*, *Chronicle of Philanthropy*, and nationally-syndicated career columnists Carol Kleiman, Andrea Kay, and Bob Weinstein. **Much more online:** Table of contents, sample chapters, and full reviews.

NEW

Change Your Career: Your New Profession in Non-Profit

Lauren Otting

\$16.95, 2007, 270 pages



Professionals considering a career change to the nonprofit sector have many questions that need to be answered in order to make an informed decision. This new book provides the vital information needed by professionals to figure out if a career in the nonprofit sector is right for them, the tools to ascertain whether the shift is right for them, and if a decision is made to make the switch, how to make a seamless transition into this sector.

NEW

Career Opportunities in the Nonprofit Sector

Jennifer Bobrow Burns

\$18.95, 2006, 338 pages

Learn about the diversity of opportunities in nonprofits with practical information about ten different nonprofit industries and hundreds of job functions. Opportunities abound for those skilled in research, writing, math, and administration. Each profiled job offers reliable, concise information about the duties and responsibilities, prospects and salaries, and required skills or experience associated with the job. An Industry Outlook section guides readers through projected trends in nonprofits while extensive appendices offer useful websites, listings of schools and associations, and other helpful

sources of information. A great companion to the *Nonprofits Job Finder* described at the beginning of this section.

NEW

Resumes for Social Service Careers, 3rd ed

Editors of McGraw-Hill

\$11.95, 2007, 146 pages, third edition



Perfect for college grads and career changers, this new edition offers nearly 100 sample resumes and 20 cover letters illustrate sound principles for crafting resumes for social service careers. Learn the vocabulary that reaches out to the reader, how to design eye-catching resumes, and convert print resumes to electronic style. Covers a broad variety of social service fields and careers including counselor, social worker, librarian, psychotherapist, teacher, corrections supervisor, physical therapist, police officer.

20% OFF

Careers in Social and Rehabilitation Services, 2nd ed

Geraldine Garner

\$11.96 (retail: \$14.95), 2001, 115 pages, second edition, available only while supplies last

Details online

Sports Careers

NEW

Everything Guide to Being a Personal Trainer: All You Need to Get Started on a Career in Fitness

Kate Kenworthy and Stephen Rodrigues

\$14.95, 2007, 288 pages



Love fitness? Looking for an alternative to the typical 9-to-5 office job? This insightful new guide will help you turn your passion into a career. Opportunities for professional fitness trainers are everywhere: fitness clubs, college athletic programs, even professional sports teams. This step-by-step guide takes you from gym rat to fitness guru in no time with top-notch advice on training; certification; choosing a work environment; setting up a business plan; finding, motivating, and keeping clients; marketing; and networking.

Career Opportunities in the Sports Industry, 3rd ed

Shelly Field

\$18.95, 2004, 280 pages, third edition

In this new edition, Field provides indispensable and realistic up-to-date information on over 70 specific jobs in the sports industry, including professional athletics, sports journalism, sports medicine, wholesaling and retailing, coaching and education, officiating, sports business and administration, and recreation and fitness. Each detailed career profile reports on the duties, prerequisites, best geographic locations, personality traits needed to succeed, unions and professional associations, salary range, and tips for entering the field. Each profile features a special “Career Ladder” charting the path for advancement. New to this edition are updated salary ranges and employment opportunities and completely revised appendices list organizations, periodicals, associations, schools, and resources.

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Order form starts on page 38. Visit <http://jobfindersonline.com> for new books and updates.

Travel Careers

Also see the *International Job Finder* on page 27.

Flight Attendant Job Finder & Career Guide, 77th Anniversary Edition

Tim Kirkwood

\$12.71, retail: \$16.95, 2003, 178 pages, ISBN: 1-884587-14-3

400,000 applicants every year



"Truly a 'Bible' of the field... By far the best book on flight attendants I've ever seen." — *Career Opportunities News*

Marking the 77th anniversary of the first flight with flight attendant, Kirkwood delivers the truth about this little understood, but exciting profession.

JQ Savings:
Only \$12.71,
25% off the list
price

Kirkwood applies his 27 years experience as a flight attendant to reveal the ins and outs of the unique application process, minimum job requirements, unions, the unique vocabulary, training, typical trips, and benefits. Included is a thorough directory of U.S. and Canadian airlines of all types with each one's application procedures, minimum requirements, pay, training costs (if any), housing, union, and much more. Includes free updates.

Much more online: Free updates, the table of contents, a sample chapter, and reviews.

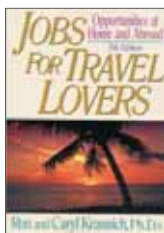
"A must-read... highly recommended for career collections and public libraries." — *American Reference Books Bulletin*

NEW

Jobs for Travel Lovers: Opportunities at Home and Abroad, 5th ed

Ron and Caryl Krannich

\$19.95, 2006, 309 pages, fifth edition



The new edition of this popular work-travel guide explores exciting jobs and careers for anyone interested in putting more travel into their lives. Dispelling 54 myths, exploring key motivations, and outlining effective job search strategies, it surveys hundreds of jobs in business, government, and education, including the travel and hospitality industry, nonprofit organizations, international organizations, education institutions, and consulting. Includes opportunities involving airlines and cruise lines, international jobs, travel agencies and tour operators, internships and volunteering, hotels and resorts, military and merchant marine, teaching abroad, travel writing, and short-term work experiences. Provides invaluable tips and includes names, addresses, telephone/fax numbers, emails, and websites for contacting potential employers. **More online**

NEW

Careers in Travel, Tourism & Hospitality, 2nd ed

Marjorie Eberts, Linda Brothers & Ann Gisler

\$15.95, 2006, 210 pages, second edition

Tourism is taking off big time, resulting in burgeoning demand for top-notch employees in travel, tourism, and hospitality. For each career, learn about its nature, trends, aptitudes and attributes for success, career development and compensation, career opportunities sources of additional information, and career decision mak-

ing. Chapters cover meeting planning; lodging; restaurants; travel agencies; everything in aviation including customer service and mechanics; cruise ships; tour companies; amusement parks; national, state, and local parks and organized camps; tourist attractions; and adventure recreation. Includes directories of schools.

Employer Directories: Major Cities & States

NEW

Adams Media JobBanks

Each JobBank directory is 200 to 400 pages, \$17.95



Each "JobBank" directory from Adams Media profiles 400 to 2,000 private sector employers. Company profiles include full company name, address, phone, contact for professional hiring, description of the company's products or services, list of professional positions it advertises, other locations, number of employees, and internships. Most of these JobBanks actually cover the entire state.

Atlanta JobBank, 15th ed, \$17.95

Austin-San Antonio JobBank, 4th ed, \$17.95 (2004)

Boston JobBank, 20th ed, \$17.95 (2005)

Carolina JobBank, 7th ed, \$17.95

Chicago JobBank, 19th ed, \$17.95 (2005)

NEW **Colorado JobBank**, 14th ed, \$17.95 (2006)

Connecticut JobBank, 3rd ed, \$17.95 (2004)

Dallas-Ft. Worth JobBank, 14th ed, \$17.95

Florida JobBank, 16th ed, \$17.95 (2005)

Houston JobBank, 12th ed, \$17.95

Los Angeles JobBank, 17th ed, \$16.95

NEW **New Jersey JobBank**, 4th ed, \$17.95, (2007)

New York JobBank (Metro), 19th ed, \$17.95 (2005)

NEW **Ohio JobBank**, 12th ed, \$17.95, (2007)

Philadelphia JobBank, 14th ed, \$16.95

Phoenix JobBank, 9th ed, \$17.95 (2005)

NEW **San Francisco Bay Area JobBank**, 18th ed, \$17.95, (2007)

Seattle JobBank, 13th ed, \$17.95

Virginia JobBank, 4th ed, \$17.95 (2004)

NEW **Washington DC JobBank**, 17th ed, \$17.95 (2006)

Questions?

Our friendly staff of real, live people is ready to answer your questions and take your order.

Don't hesitate to call us toll-free at 888/366-5200 weekdays, 9 a.m. to 6 p.m. Central time.

If you run into any difficulty ordering online, please call us and we'll take your order by phone.

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Applying for the Job

NEW

WinWay Resume Deluxe

New Version 11 for 2006

See full details on page 6.

Resumes and Portfolios

NEW

High Impact Resumes and Letters, 9th ed

Ronald Krannich & William Banis

\$19.95, 2006, 336 pages, ninth edition



The very best gets even better in this all-new edition. Unlike all the others, *High Impact Resumes and Letters* gets readers to think things out before they write so they can communicate their qualifications to potential employers much more effectively. Rather than having readers simply copy so-called “models,” this book treats resumes and cover letters as key communication products for promoting the larger career planning process of skills, objectives, research, net-

working, interviews, and negotiations. Much more than a resume guide, this unique book analyzes today’s job market, includes self-assessment exercises, outlines the networking process, includes distribution and follow-up strategies, addresses 107 key questions, and includes powerful examples of resumes.

NEW

Gallery of Best Resumes, 4th ed

David Noble

\$18.95, 2007, 424 pages, fourth edition



A little different than the usual resume guide, this extraordinarily practical book offers 175 sample resumes and 80 cover letters that illustrate Noble’s thorough principles of writing and designing effective resumes. Noble starts with a section of tips on resume-writing strategies, design and layout, electronic resumes, and resume-writing styles. He gets down to the nitty gritty with concise but sage advice on proper use of nouns, verbs, and punctuation — errors that

can torpedo the best job candidate’s chances. A special section includes resume samples on special papers to illustrate how they get the eye of the hiring manager. The 175 sample print and electronic resumes and cover letter samples illustrate different situations (entering job market, changing careers, etc.) and scores of occupational fields

NEW

Bioblogs: Resumes for the 21st Century

Michael Holley Smith

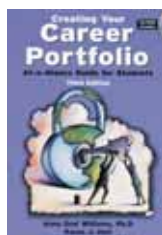
\$16.95, 2006, 167 pages

Conquer the basic disconnect between resumes which focus on what you’ve done in the past and employers looking for what you can do in the future. Smith shows how to create a revolutionary, effective, and visually stunning “resume” that connects the resume writer’s creativity and talents to the needs of potential employers. This new, graphic-based technique raises resume writing to an art form. Illustrated with examples of attention-getting, forward-thinking resumes.

Creating Your Career Portfolio: At a Glance for Students, 3rd ed

Anna Williams and Karen Hall

\$28.60, 2005, 153 pages, with Windows® CD, third edition



Give employers that proof of your performance they want — proof that a resume can’t provide — with a career portfolio. The really savvy job seeker brings a career portfolio to the job interview, filled with work samples, skill sets, goals and philosophy, achievements, community service, and more — that demonstrates what you have done on the job, and can do for a new employer. This greatly expanded new edition offers detailed instructions for assembling your own personalized career portfolio, details on preparing an electronic portfolio to post on the Internet, a style guide to make your portfolio sizzle, interviewing guidelines, and a CD of templates in Microsoft Word® to quick-start your portfolio assembly.

Show students how to create portfolios with the **Career Portfolio Videos: *Assembling Your Portfolio*** and ***Using Your Portfolio***, available on VHS or DVD. They vividly illustrate the principles espoused in this book. Get full details online at <http://jobfindersonline.com> where you should enter our online catalog and search for any of these Item IDs: LEA1, LEA2, LEA3 or LEA1D, LEA2D, LEA3D.

NEW

Create Your Digital Portfolio

Susan Amirian & Eleanor Flanigan

\$19.95, 2006, 206 pages



Here’s the step-by-step guide to producing the electronic portfolios that are becoming essential for job applications. It unveils each facet of creating a PDF portfolio, providing checklists and worksheets that guide the user through design, collection of artifacts, development, and distribution of a career portfolio through email, on CD/DVD, or within a web site. The book is graphical, including many illustrations of portfolios and screen shots showing how to use the Adobe Acrobat software to create an easy-to-transfer showcase of accomplishments. Acrobat portfolios solve many of the problems of finding the right software for portfolio creation and distribution. Instructor’s edition also available. [More online](#)

NEW

Encyclopedia of Job-Winning Resumes

Myra Fournier and Jeff Spin

\$16.99, 2006, 576 pages, third edition

More than 400 success-proven resume examples show how to personalize your resume according to your own unique career situation with resumes covering all major industries, spanning every job level from entry-level to CEO. Arranged by job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation. Features expert advice about what information to include in your resume, what to omit, what to emphasize, and what to tone down. For a quick start, it’s specifically designed to keep reading to a minimum so you can start sending out your resume as soon as possible. For students, there’s also a chapter containing 40 resumes to help new graduates enter the work force more quickly and easily. And for those not-so-typical career situations, the next chapter includes 30 resumes that cover difficult circumstances such as frequent job changes, gaps in employment, layoffs, lack of experience, weak education, and many more.

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NEW

Resume Magic, 3rd ed

Susan Britton Whitcomb
\$18.95, 2007, 585 pages, third edition

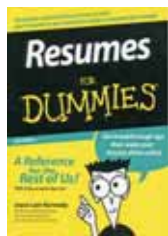


Dozens of “before and after” resume examples illustrate Whitcomb’s special techniques for making resumes stand out. Learn how to subtly use advertising techniques in your resume, choose the most flattering format, write great resume copy, carefully edit your resume, and tweak the resume design to gain attention without being gaudy. Over 600 action verbs and sample sentences give fresh ideas to help dress up resumes. Discover how to write and design electronic and scannable resumes. Includes the results of a survey of what employers think are the most highly desirable features in a resume.

NEW

Resumes for Dummies, 5th ed

Joyce Lain Kennedy
\$16.99, 2007, 355 pages, fifth edition



Just when you thought you knew all about resumes — things change. The dean of career writers returns with advanced resume strategies for getting noticed in a swamped job market where resumes too often “go missing.” Learn how to showcase yourself for today’s employers with a simple resume-matching technique that connects your qualifications with their requirements. Kennedy cuts through the online clutter and bad advice to show readers how to craft their

ideal resume for any position. She offers timeless solutions to resume problems, covers the best formats for individual situations, and presents cutting-edge strategies for getting noticed. Included are dozens of modern sample resumes in various formats, information on keywords and e-search strategies, advice on handling difficult issues like extended periods of unemployment, changing career fields, and much more.

NEW

Resumes that Knock 'Em Dead, 7th ed

Martin Yate
\$12.95, 2006, 309 pages, seventh edition

Get the latest insights on preparing print and electronic resumes (online, scannable) in this all-new edition. Yate doesn’t just prescribe what to do; he explains the pros and cons of the choices job seekers must make when preparing their resume so they can make the best choice for their specific situation. Yate explodes myths (for example, you do not have to update your resume every 90 days to keep it in most resume banks) and offers scores of sample resumes for specific professions and situations (entering workforce, career changer, disabilities, blue collar worker seeking white collar job, re-entering workforce, etc.).

Cover Letters

NEW

Gallery of Best Cover Letters, 3rd ed

David Noble
\$18.95, 2007, 403 pages, third edition

Debunking many cover letter myths this new edition proffers expert tips for writing and designing a letter for maximum impact and presents a diverse collection of more than 300 new and updated cover letters and 23 corresponding resumes to give readers a wide range of exemplary models that showcase the most attractive and impressive materials written by professionals. Using the samples for a wide variety of careers as a guide and following Noble’s advice, job

seekers are sure to write outstanding and creative cover letters that steal the limelight from their competitors. Noble offers instructive comments for each cover letter that pinpoint the key features that make each of them striking and unique as well as step-by-step directions that guide readers from creation to a finished product.

NEW

Cover Letters That Knock 'Em Dead, 7th ed

Martin Yate
\$12.95, 2006, 302 pages, seventh edition



This totally revised new edition covers four types of cover letters: the general cover letter, the executive briefing letter, the broadcast letter, and letters to employment agencies and executive recruiters. Yate provides scores of examples to illustrate his principles for writing each type of cover letter so you can craft a one-page cover letter that’s tailored to the job and that will get you interviewed. He covers letters for positions posted online, help-wanted advertisements, networking letters, and much more including the unique characteristics that go into using the Internet and creating “electronic” cover letters. Sample letters cover the entire gamut, from applying for jobs, to follow-up letters, negotiation letters, letters accepting or declining a job offer, and letters for resigning your current job. Includes directories of professional resume writing services and internet job sources.

Job Interviews

NEW

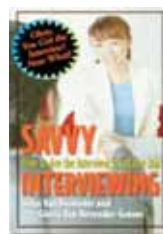
Virtual Job Interview DVD

See full details on page 5.

NEW

Savvy Interviewing: How to Ace the Interview & Get the Job

John Van Devender & Gloria Van Devender-Graves
\$16.95, 2007, 115 pages



Within the first two minutes of an interview, hiring agents know whether or not to treat a job candidate seriously. Get the scoop on how to make the cut. It’s not just the questions — or the answers! It’s everything from personal appearance to body language, from email to table manners, from how well candidates follow directions, to how well they handle themselves under fire. This behind-the-scenes, how-to guide lets job candidates in on the secrets that can get them the

job or stop them in their tracks.

NEW

Tell Your Story, Win the Job

Fred Coon
Canceled by the publisher



You may have the world’s best resume, but if you can’t convince an employer you’re the best candidate, you won’t get the job. This book reveals the best candidate secrets that can get you the job.

CANCELED

BOOK REVIEW: TELL YOUR STORY, WIN THE JOB by Fred Coon. This book is a must-read for anyone who is looking for a job. It provides a step-by-step guide to writing a compelling story, telling them your story, and gaining consensus that you are the best candidate for the job. It includes more than 150 examples of powerful stories, organized by function and industry, used by the

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author's many successful clients. It also provides step-by-step instructions for building your own stories as well as offering useful tips for managing all phases of the job interview to your advantage, from opening to close, and negotiating a compensation package.

NEW

Best Answers to 202 Job Interview Questions

Daniel Porot and Frances Bolles Haynes
\$17.95, 2008, 238 pages



Providing good answers to interview questions is central to acing the interview and getting the job offer. But what exactly are “good” answers? What do interviewers look for when they question applicants? How can candidates best formulate compelling answers that motivate employers to hire them? Addressing these and many other questions about the interview process, this unique book examines 202 of the most common and difficult interview questions asked of candidates.

A virtual interview toolkit, this easy-to-use book thoroughly analyzes each question and then offers sample answers along with useful checklists of do's and don'ts. Readers learn what type of answers interviewers are really looking for when they ask a particular question. Each question is followed by a mini quiz to help readers better understand why some answers are better than others.

NEW

How to Say It in Job Interviews

Linda Matias
\$11.95, 2007, 256 pages

This new guide offers the hands-on information, tools, and real life scripts interviewees need to comfortably and effectively “pitch” themselves. With concrete examples of job-winning words and phrases, plus invaluable ideas on how to advertise skills, this resource includes tactics to avoid self-consciousness and canned answers; tips on how to anticipate questions; strategies for framing responses with the organization's needs in mind; techniques for responding assuredly to questions crafted to bring down your guard; and a variety of solid, easy-to-implement tools to help ensure a winning job offer.

NEW

You Should Hire Me! Interview Secrets to Get the Job You Love

Ron and Caryl Krannich
\$15.95, 2008, 208 pages



You simply must do well during the job interview in order to get a job offer. But what exactly must you know and do in order to ace the interview? What questions should you anticipate and how well prepared are you to give answers that clearly emphasize your competencies? And what questions are you prepared to ask during the job interview? Based on the pioneering work of leading career professionals, this book examines the dynamics of interviewing for job seekers by focusing on two critical interviews: referral interviews and job interviews.

Covering everything from preparation to close and follow-up, the book shows how to: penetrate the hidden job market; avoid key interview mistakes; recognize eight types of interviews; prepare for the interview encounter; dress properly; make positive first impressions; engage in small talk; ask the right questions; handle behavior-based questions; and deal with illegal questions; and negotiate salary and benefits. Includes sample dialogues and examples of questions and answers.

NEW

Nail the Job Interview! 101 Dynamite Answers to Interview Questions, 6th ed

Caryl and Ron Krannich
\$14.95, 2007, 183 pages, sixth edition

Using an employer-centered approach, this insightful guide shows how to nail the job interview by being prepared to respond well to critical interview questions. Learn how to anticipate questions, develop thoughtful and compelling answers, focus on your accomplishments, ask your own intelligent questions, and communicate well both verbally and nonverbally. Includes 37 common interview errors, 45 key principles to apply, a checklist of 101 interviewing FAQs, responding to negative questions with positive answers, and 30 key questions to ask about the job and employer.

NEW

Win the Interview, Win the Job

Caryl and Ron Krannich
\$15.95, 2007, 209 pages



While the interview is the most important step to getting a job offer, few individuals are prepared to ace the interview. Many are surprised to learn they will be interviewed five to eight times by the same employer as well as encounter behavioral and situational interviews. Designed to easily prepare job seekers for all types of job interviews, this book is packed with solid advice, including how to best prepare for different types of interviews, handle stress, observe etiquette, gather information, formulate key questions, rehearse tough questions, dress appropriately, listen effectively, respond to a job offer negotiate a salary figure, and handle the critical post-interview period. Stresses the importance of preparation at each stage of the job interview.

NEW

I Can't Believe They Asked Me That!

Caryl and Ron Krannich
\$17.95, 2007, 173 pages

While the job interview is the single most important step in getting a job, few job seekers are prepared to ace the interview. Here's the book that provides a wealth of tips and techniques for handling the job interview, from beginning to end. It examines different types of job interviews, each step in the interview process, referral and job interviews, anticipated questions, best answers, questions interviewees should ask, dress and appearance, behavioral and situational interviews, follow-up techniques, salary negotiations, and more.

Job Interview Tips for People With Not-So-Hot Backgrounds

Details on page 6

Networking

NEW

Make Your Contacts Count, 2nd ed

Anne Baber & Lynne Waymon
\$14.95, 2007, 255 pages, second edition



Probably the most thorough guide to networking we've ever seen, this new resource really teaches even the shyest person how to network to find jobs and on the job to advance your career. After helping you assess your current networking skills, it provides detailed, real world guidance to hone your networking skills, master every part of the networking conversation, follow-up effec-

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tively, how to apply these networking skills to land a job, how to create a networking plan, cultivate current topics, make the most of memberships, avoid the top ten networking turnoffs, and build social capital at work in job hunting.

NEW

**Savvy Networking:
118 Fast & Effective Tips for Business Success**

Andrea Nierenberg
\$18.95, 2007, 109 pages, hard cover

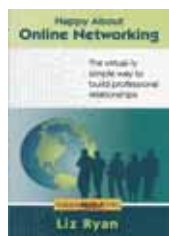


This insightful new guide breaks all the universal rules down into daily tips for effective networking — for all types of businesses from manufacturing to financial services, from technology companies to retailers. Neirenberg’s tips highlight the types of people who can be helpful to you professionally; offer easy-to-follow steps for transforming your business connections; approaching a room full of strangers comfortably; improving your communications skills; discovering the types of people you need in your network (and that may already be a part of your circle of contacts); and keeping track of your contacts. Learn networking techniques that capitalize on your natural abilities.

NEW

Happy about Online Networking: The Virtual-Iy Simple Way to Build Professional Relationships

Liz Ryan
\$19.95, 2006, 136 pages



The Internet offers job seekers a promising new venue for networking beyond their wildest dreams. Learn how to plunge into the online networking sphere and how to gain value from it with this new book’s tools, methods, and protocols of creating and cultivating an online network for professional success. Understand social networking sites and their benefits, and dangers. Discover how to use LinkedIn to network your way to a new job. Learn how to introduce yourself and how to disengage from an unproductive networking relationship. Lose your fear of online networking or of ‘looking foolish’ online and make connections and know how to sustain them over time.

Salary Negotiation

NEW

Negotiating Your Salary, 5th ed

Jack Chapman
\$12.95, 2006, 172 pages, fifth edition



It’s no surprise that Joyce Lain Kennedy, dean of career writers, calls this “hands down... the best salary book on the market.” In this fully updated edition, Chapman shows how simple preparation pays off with higher raises; how talking about salary incorrectly can knock you out before you even get a chance to interview; what you best first answer to an offer is; how one phone call or web page can tell you the salary range to seek; specific phrases to memorize that boost the salary offer; and how you can get your employer to give you a raise. No matter what your style is, Chapman shows how you can negotiate a higher salary.

NEW

**Perfect Phrases for
Negotiating Salary & Job Offers**

Michael and Nanette DeLuca
\$9.95, 2007, 173 pages



Get the competitive edge in salary negotiations and negotiating job offers with this guide to hundreds of ready-to-use phrases that remove the taboos surrounding the subjects of money and benefits. Offering quick, easy steps that prepare readers for negotiating job offers and salary, this new guide gives readers the insider’s knowledge of how to win better salaries and benefits.

Getting More Education

Graduate Schools & Colleges

NEW

College Navigator: Find a School to Match Any Interest from Archery to Zoology, 2007

Princeton Review
\$17.95, 2007, 400 pages



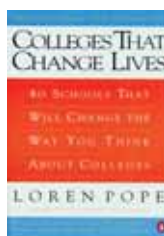
Find the perfect college for your interests, strengths, and personality with this innovative and comprehensive book of college lists. Designed to help students pinpoint their ideal colleges, it surveys thousands of undergraduates to provide a microscopic level of detail. Its lists include everything from academics and dorms to the best places for hang gliding or studying animal nutrition. By consulting and cross-referencing lists, a student will be able to find that one perfect fit — for example, a liberal arts college with great study abroad opportunities, or a college offering a mythology major and a fantastic lacrosse team.

By consulting and cross-referencing lists, a student will be able to find that one perfect fit — for example, a liberal arts college with great study abroad opportunities, or a college offering a mythology major and a fantastic lacrosse team.

NEW

Colleges That Change Lives: 40 Schools That Will Change the Way You Think About Colleges

Loren Pope
\$15.00, 2006, 382 pages



Unlike many other college guides, this new edition doesn’t gush over Ivy League schools, nor chuckle at the party-hearty habits of the big universities. Instead, profiles 41 schools that offer hope to the average student, the learning disabled, and the late-bloomer. It points readers in the direction of colleges that make a difference in the lives of young men and women, and in the community at large. Pope evaluates each school’s program and “personality;” offers candid assessments by students, professors, and deans; and provides information on the progress of graduates.

NEW

Graduate School Companion

Peter Diffley
\$14.95, 2007, 288 pages

Pursuing a masters degree or a Ph.D. is a major life decision and an intellectually demanding, financially challenging, and sometimes emotionally taxing process. This new guide provides the practical advice and support you need to learn how to find the best programs for your interests and needs, how to pay for your educa-

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tion, what to expect as a degree candidate, how to prepare for the job market, and how to find a job. It also includes Q & A with recent Ph.D. recipients and current Ph.D. candidates; ten writing tips for graduate-level work; an extensive list of postdoctoral award opportunities; and instructions on how to build academic and non-academic job portfolios.

NEW

Graduate & Professional Programs 2007 Six-Volume Set and Individual Editions

\$324, Peterson's Guides, 2007 edition

Each volume shown below may be bought individually for \$54.00.

Peterson's annual set of six volumes offers the most comprehensive overview of graduate programs with profiles of over 36,000 masters', doctoral, and professional degree programs offered by over 1,700 U.S. and Canadian institutions. Volume 1 is the series overview, detailing programs in 433 fields. Each of the other five volumes describes 3,600 to 11,000 programs in 1,000 to 2,300 pages.

- Graduate & Professional Programs: An Overview**
- Graduate Programs in the Humanities, Arts & Social Sciences**
- Graduate Programs in the Biological Science**
- Graduate Programs in the Physical Sciences, Mathematics, Agricultural Sciences, the Environment & Natural Sciences**
- Graduate Programs in Engineering & Applied Sciences**
- Graduate Programs in Business, Education, Health, Information Studies, Law & Social Work**

NEW

Graduate Schools in the U.S. 2007, 7th ed

Peterson's

\$20.00, 2006, 635 pages, seventh edition

A more affordable, compact alternative to the six-volume *Graduate & Professional Programs* series above, this paperback tome explores hundreds of graduate schools offering accredited master's and doctoral degree programs in scores of disciplines. Easy to search by state, field of study, and school name. Each program description includes entrance requirements, application deadlines, tuition, faculty research interests, and financial aid advice.

Test Preparation

Princeton Review Cracking Series

In a soft economy, more college grads opt for graduate school, making test scores even more important. Learn how to eliminate answers that look right but were planted to fool you, solve tough data sufficiency problems, and master the toughest sections: reading comprehension, sentence correction, data sufficiency, and critical reasoning. Each guide includes practice questions covering each section of the exam plus a unique free pass to take four full-length practice tests online.

The 2008 editions "...**With Sample Tests DVD**" include a DVD with four full-length simulated tests, explanations of each answer, and instant scoring.



Cracking the GMAT

2009 editions available early July 2008:

Book only: \$21.00, 589 pages; With Sample Tests DVD: \$37.95

2008 editions available now:

Book only: \$21.00, 589 pages; With Sample Tests DVD: \$37.95



Cracking the GRE

On April 2, 2007, the ETS cancelled its plans to launch the revised, Internet-based GRE in September due to problems with availability of test centers.

2009 editions available early July 2008:

Book only: \$21.00, 377 pages; With Sample Tests DVD: \$33.95

2008 editions available now:

Book only: \$21.00, 493 pages; With Sample Tests DVD: \$33.95



Cracking the LSAT

2009 Editions available early July 2008:

Book only: \$21.00, 493 pages; With Sample Tests DVD: \$36.95

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Book only: \$21.00, 493 pages; With Sample Tests DVD: \$36.95

Financial Aid

Additional sources of financial aid

Targeted to members of specific groups that have historically been discriminated against appear on the following pages:

Minorities, page 9,

People With Disabilities, page 9,

Women, page 8

Plus financial aid for **veterans, military personnel, and their dependents**, page 30.

NEW

2007-2008 Black Scholarship Guide for Students

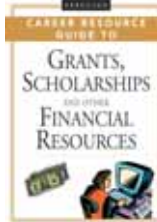
See page 9 for full details.

NEW

Ferguson Resource Guide to Grants, Scholarships, and Other Financial Resources

Ferguson Publishing

\$125.00, 2007, 1,024 pages, hardcover, two volumes



Probably the most thorough guide to grants, scholarships, and other financial resources, this huge tome provides much-needed information on more than 3,300 sources of financial aid for undergraduate, graduate, and vocational education. Information is divided by general major (including business, education, engineering/computer science/mathematics, media arts, medicine/health care, performing arts, science, social science, and visual arts/design); by student profile (including dependents of veterans, gay and lesbian students, minorities, and people with disabilities, among others); and by special types of aid (such as athletic and military scholarships and study abroad programs). This indispensable guide also contains essays on various financial aid topics, as well as up-to-date contact information for more than 1,000 organizations and offices that can provide financial aid information.

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PLANNING/COMMUNICATIONS

Successful Job Search Series

Linx Educational

\$445/full set on DVD, \$395/full set on VHS, \$108/individual DVDs, \$98/individual VHS tapes, 2003

Nothing brings to life the realities of the job search quite like seeing every aspect of the job search unfold before your eyes.

Finding a job is tough. There are many factors to take into account and a lot to do. This innovative five-part series takes the viewer through the entire job-search process from start to finish. Through interviews with career counselors, hiring personnel, employers, and others, viewers will come away from this series with the tools to help them become successfully employed. In addition, each five-video set comes with a job finder's guide in English and Spanish print containing self-help sheets, sample resumes and job applications, resume advice, and other important information that will help the job seeker conduct a successful job search.

Get full details on each video online at our *Job Quest Online Bookstore* at <http://jobfindersonline.com>. The easiest way to find each video is to run a search for LX13. There will be a link to each individual video under "Related Item(s)." You save \$100 by buying the full set of five rather than each video individually. These will be sent separately from the rest of your order and drop shipped directly from the manufacturer in Florida.

Who Are You? Planning and Evaluating Your Career

Learn how to assess the things you like to do and apply them to career choices.

Where are the Jobs? Finding Job Leads and Openings

Cold calling, networking, informational interviewing, friends and relatives, the Internet — learn how to combine several different methods.

How Do You Put It On Paper? Portfolios, Resumes and Job Apps

Learn which type of resume — or portfolio — to use for which job applications. Includes guidance for preparing resumes, portfolios, and job applications.

What's in an Interview? Job Interview Tips & Techniques

Get practical advice on interview dress and preparation, what to expect, how to answer questions and ask your own, salary negotiation, and more.

Where Do I Go From Here? How To Be a Success on the Job

Discover the things you can do to succeed in your new career.

Each video in this series is listed on this page in the Order Form immediately below under "Career Center & Library Resources."

ORDER FORM

Media symbols used on this Order Form: CD or DVD: Video Tape:

See the ordering instructions on page 2.

Be sure to fill in the shipping and billing information on the back cover and to include your Coupon Code, if any. Add career resources that are not shown in this catalog on the designated lines on page 41.

[month] * = month item to be published

Featured Books (Starts on page 3)

These books are listed elsewhere in the catalog and Order Form as well as here. Please be careful to order them only once.

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___ EJF	Education Job Finder [paperback] [Sept] *	\$19.95	___
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___ GJF4	Government Job Finder, 4th [paper] [Sept] *	\$19.95	___
___ INJF-I	International Job Finder [imperfect] Save 50%	\$9.97	___
___ NPJF5H	Nonprofits Job Finder [hardcover] [Nov] *	\$32.95	___
___ NPJF5	Nonprofits Job Finder [paperback] [Nov] *	\$19.95	___

Career Center & Library Resources (Starts on page 4)

___ TS4-2	Career Counselors Handbook, 2nd ed	\$19.95	___
___ FF59	How to Plan and Develop a Career Center, 2nd ed	\$29.95	___
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___ JW95V	Very Quick Job Search Video , 3rd ed on VHS	\$149.00	___
___ DPP1	Virtual Job Interview DVD	\$88.88	___
___ WW1	WinWay Resume Deluxe, Ver. 11 - SAVE 37%	\$44.07	___

Call for prices for 5, 10, 25, and 50 computer network versions.

Key Reference Works (Starts on page 4)

___ JW39-6	Enhanced Occupational Outlook Handbook , 6th ed	\$39.95	___
___ JW52-4	O*NET Dictionary of Occupational Titles , 4th ed	\$39.95	___
Occupational Outlook Handbook (OOH) 2008-2009 edition * [April]:			
___ JW37-6	OOH 2008-2009 edition — paperback * [April]	\$19.95	___
___ JW38-6	OOH 2008-2009 edition — hardcover * [April]	\$25.95	___

Recruiters (Starts on page 5)

___ KP1-7	Directory of Executive Recruiters 2007-2008	\$59.95	___
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Overcoming Barriers (Starts on page 6)

___ FF54	Ferguson Resource Guide for Women and Minorities	\$125.00	___
___ IM38	Job Hunting Tips for People with Hot and Not-so...	\$17.95	___
___ IM37	Job Interview Tips for People With Not-So-Hot...	\$14.95	___
___ IM30-3	No One Will Hire Me Me!..., 3rd ed	\$15.95	___
___ IM74	Overcoming Barriers to Employment	\$17.95	___

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___	IM73	Resume, Application, & Letter Tips for People with Hot and Not-So-Hot Backgrounds	\$17.95	___	___	JW43-2	Best Resumes for College Students & New Grads	\$12.95	___
___	IM72	Winning Letters That Overcome Barriers to...	\$17.95	___	___	PPG18	C Student's Guide to Success...	\$23.95	___
Age (Starts on page 7) Also see "Changing Careers" below					___	FF51	Career Wisdom for College Students	\$16.95	___
___	LTC1	Boomers' Job Search Guide: You're Not Old...	\$19.99	___	___	BA60-3	Complete Job Search Book for College Students, 3rd ed	\$14.95	___
___	JW75	Expert Resumes for Baby Boomers	\$16.95	___	___	HC5	Getting From College to Career...	\$13.95	___
___	WB10	How to Find Job After 50: From ...	\$14.95	___	___	JW78	First Job Survival Guide: How to Thrive...	\$12.95	___
___	JW59	Over-40 Job Search Guide: 10 Strategies...	\$14.95	___	___	FF50	How to Get a Job and Keep It..., 2nd ed	\$16.95	___
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___	TS28	What Color Is Your Parachute? For Retirement	\$16.95	___	___	TS10-5	Major in Success, 5th ed	\$14.95	___
___	JWS38	Working After Retirement for Dummies	\$21.99	___	___	TS22	Smart Moves for Liberal Arts Grads	\$16.95	___
Women (Starts on page 8)					___	ST12	You're Too Smart for This: Beating the 100 Big...	\$14.95	___
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Minorities and Immigrants (Starts on page 9)					___	RH47	...Psychology or Sociology Degree	\$13.95	___
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___	RSP4	Financial Aid...Asian Americans 2006-2008	\$37.50	___	___	MH74-2	Great Jobs for Biology Majors, 2nd ed	\$15.95	___
___	RSP3	Financial Aid...Hispanic Americans 2006-2008	\$40.00	___	___	MH20-2	Great Jobs for Criminal Justice Majors, 2nd ed	\$15.95	___
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___	ST11	Latino Advantage in the Workplace...	\$19.95	___	___	MH26-3	Great Jobs for English Majors, 3rd ed	\$15.95	___
___	AMB2	2007-2008 Black Scholarship Guide for Students	\$16.95	___	___	MH27-3	Great Jobs for Foreign Language Majors, 3rd ed	\$15.95	___
Disabilities (Starts on page 9)					___	MH16-2	Great Jobs for Geology Majors, 2nd ed	\$15.95	___
___	FF55	Ferguson Resource Guide for People with Disabilities, 3rd ed	\$125.00	___	___	MH52-3	Great Jobs for Liberal Arts Majors, 3rd ed	\$15.95	___
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Changing Careers (Starts on page 11) — Also see "Age" above					___	JW50-4	Best Jobs for the 21st Century, 4th ed	\$19.95	___
___	AMB1	Black Out...	\$15.95	___	___	JWS87	Cool Careers for Dummies, 3rd ed	\$19.99	___
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Also see <i>Government Job Finder</i> (page 23), <i>Education Job Finder</i> (page 21), and <i>Nonprofits Job Finder</i> (page 30)					___	RH53	120 Jobs That Won't Chain You to Your Desk	\$16.95	___
___	BA73	About.com Guide to Job Searching	\$17.95	___	___	JW70	150 Best Jobs for Your Skills	\$16.95	___
___	BA33-2	Everything Get-a-Job Book..., 2nd ed	\$14.95	___	___	JW85	175 Best Jobs Not Behind a Desk	\$16.95	___
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___	MH36-6	Guide to Internet Job Searching 2006-2007	\$15.95	___	___	CB2	Savvy Part-Time Professional ...	\$16.95	___
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___	EJF	Education Job Finder [paperback] [Sept8] *	\$19.95	___	___	JWS35	Paralegal Career for Dummies	\$24.99	___
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High Tech & Science Careers (Starts on page 26)					___	BA14-4	Philadelphia JobBank, 14th ed	\$16.95	___
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___	MH16-2	Great Jobs for Geology Majors , 2nd ed	\$15.95	___	___	BA20-7	Washington DC JobBank (Metro), 17th ed	\$17.95	___
___	MH68-2	Great Jobs for Math Majors, 2nd ed	\$15.95	___	International Careers (Starts on page 27)				
___	JWS29	Official Dice Technology Job Search Guide	\$24.99	___	___	GG4	American Jobs Abroad Save 85%	\$9.75	___
___	MH129	Resumes for Engineering Careers, 3rd ed	\$11.95	___	___	MH38-2	Careers in International Business, 2nd ed	\$14.95	___
___	MH144	Resumes for Science Careers , 2nd ed	\$11.95	___					

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Applying for the Job (Starts on page 33)

See **WinWay Resume Deluxe** — SAVE 37% — on page 6
 Also see **Interview Mastery 2.0** on page 4
 both under "Career Center & Library Resources"

Resumes and Portfolios (Starts on page 33)

Also see resources in each section under
 "Specific Jobs" for additional resume books.

___ HC1	Bioblogs: Resumes for the 21st Century	\$16.95	___
___ JW72	Create Your Digital Portfolio	\$19.95	___
___ LEA5	Creating Your Career Portfolio: At Glance, 3rd ed	\$28.60	___

Get details on the next six items at <http://jobfindersonline.com>

VHS (videotapes)			
___ LEA3	Creating Your Career Portfolio Collection	\$179.00	___
___ LEA1	Assembling Your Portfolio	\$99.00	___
___ LEA2	Using Your Portfolio in Your Job Search	\$99.00	___
DVDs			
___ LEA3D	Creating Your Career Portfolio Collection	\$209.00	___
___ LEA1D	Assembling Your Portfolio	\$119.00	___
___ LEA2D	Using Your Portfolio in Your Job Search	\$119.00	___
___ CP22	Encyclopedia of Job-Winning Resumes	\$16.99	___
___ JW12-4	Gallery of Best Resumes, 4th ed	\$18.95	___
___ IM16-9	High Impact Resumes & Letters, 9th ed	\$19.95	___
___ JW48-3	Resume Magic, 3rd ed	\$18.95	___
___ JWS42-5	Resumes for Dummies, 5th ed	\$16.99	___
___ BA29-7	Resumes That Knock 'Em Dead, 7th ed	\$12.95	___

Cover Letters (Starts on page 34)

___ BA30-7	Cover Letters That Knock 'Em Dead, 7th ed	\$12.95	___
___ JW51-3	Gallery of Best Cover Letters, 3rd ed	\$18.95	___

Job Interviewing (Starts on page 34)

___ IM51	Best Answers to 202 Job Interview Questions	\$17.95	___
___ PH6	How to Say It in Job Interviews	\$11.95	___
___ IM75	I Can't Believe They Asked Me That!	\$17.95	___
___ IM23-6	Nail the Job Interview, 6th ed	\$14.95	___
___ CB4	Savvy Interviewing: How to Ace the Interview...	\$16.95	___
___ IM50	You Should Hire Me! Interview Secrets...	\$15.95	___
___ IM77	Win the Interview, Win the Job	\$15.95	___

Networking (Starts on page 35)

___ HA1	Happy about Online Networking...	\$19.95	___
___ AMA7-2	Make Your Contacts Count, 2nd ed	\$14.95	___
___ CB3	Savvy Networking: 118 Fast & Effective...	\$18.95	___

Salary Negotiation (Starts on page 36)

___ TS23	Negotiating Your Salary, 5th ed	\$12.95	___
___ MH145	Perfect Phrases for Negotiating Salary & Job Offers	\$9.95	___

Getting More Education (Starts on page 36)

Colleges and Graduate Schools (Starts on page 36)

___ RH54	College Navigator: Find a School..., 2007	\$17.95	___
___ PPG17	Colleges That Change Lives: 40 Schools...	\$15.00	___
___ RH49	Graduate School Companion	\$14.95	___
___ PG16-7	Graduate Schools in the U.S. 2007	\$20.00	___

Peterson's Graduate & Professional Programs Series 2007

___ PG50-7	Graduate & Professional Programs Set 2007	\$324.00	___
___ PG51-7	... An Overview 2007	\$54.00	___
___ PG52-7	...in the Humanities, Arts & Social... 2007	\$54.00	___
___ PG53-7	...in Biological Sciences 2007	\$54.00	___
___ PG54-7	...in the Physical Sciences, Math... 2007	\$54.00	___
___ PG55-7	...in Engineering & Applied ... 2007	\$54.00	___
___ PG56-7	...in Business, Education Health, ... 2007	\$54.00	___

Test Preparation (Starts on page 37)

2008 editions: Available today

___ RH26-8	Cracking the GMAT, 2008 [book only]	\$21.00	___
___ RH26D-8	Cracking the GMAT with DVD 2008	\$37.95	___
___ RH27-8	Cracking the GRE, 2008 [book only]	\$21.00	___
___ RH27D-8	Cracking the GRE with DVD 2008	\$33.95	___
___ RH28-8	Cracking the LSAT, 2008 [book only]	\$21.00	___
___ RH28D-8	Cracking the LSAT with DVD 2008	\$36.95	___

2009 editions: Available late June 2008 (Prices subject to change)

___ RH26-9	Cracking the GMAT, 2009 [book only] *	\$21.00	___
___ RH26C-9	Cracking the GMAT with DVD 2009 *	\$37.95	___
___ RH27-9	Cracking the GRE, 2009 [book only] *	\$21.00	___
___ RH27C-9	Cracking the GRE with DVD 2009 *	\$33.95	___

___ RH28-9	Cracking the LSAT, 2009 [book only] *	\$21.00	___
___ RH28C-9	Cracking the LSAT with DVD 2009 *	\$36.95	___

Financial Aid (Starts on page 37)

___ FF56	Ferguson Resource Guide to Grants, Scholarships, and Other Financial Resources	\$125.00	___
___ AMB2	2007-2008 Black Scholarship Guide for Students [Above also listed under "Minorities"]	\$16.95	___

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Late Additions to the Catalog

Arrived too late to fit into the catalog, but listed in the Order Form

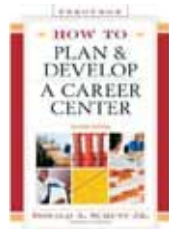
Career Center & Library Resources

NEW

How to Plan and Develop a Career Center, 2nd ed

Don Schutt, Jr.

\$29.95, available beginning November 2007, 224 pages, hard cover



Bring your career center into the 21st century. Here's everything you need to establish and modernize a career center for college students, teenagers, adults, special populations — and even create an online career center. This how-to guide provides in-depth discussions of developmental considerations; critical services and resources; successful strategies and delivery methods; assessment and evaluation; plus real world examples of successful career centers. Includes career center layouts, blueprints for wiring computer services, and guidelines for outfitting your career center with computers and other technology.

This all-new second edition of *How to Plan and Develop a Career Center* is a collection of 12 essays written by experts that discuss all aspects of establishing and running a career center independently or within a school or other institution. This updated, revised, and expanded handbook covers key topics such as the role of career centers, developing facilities, managing personnel, fitting into educational settings, serving diverse student populations and adult career seekers, online career centers, and trends for the future.

Essays include:

- * Career Development and the Role of Career Centers
- * Program Planning, Assessment, and Evaluation
- * Developing Your Facilities
- * Personnel, Administration, and Management
- * Career Centers on the Internet
- * Career Centers in Educational Settings
- * Serving Diverse Populations
- * At Career Centers
- * Corporate Career Centers
- * Critical Center Resources

About the Author

Donald A. Schutt Jr. is the Director of Human Resource Development in the Office of Human Resources at the University of Wisconsin-Madison. Previously he was a career development specialist at the Center on Education and Work in the School of Education at the University of Wisconsin-Madison. His current works include *Comprehensive Career Development Programs*; *The Wisconsin Developmental Guidance Model: A Resource and Planning Guide for School-Community Teams*; and *CareerWAYS*, a computerized career options planning system. Schutt has received a Certificate of Distinction from the Association of Computer-Based Systems for Career Information (ACSCI) and a Leadership Award from the Wisconsin Counseling Association.

Government Careers

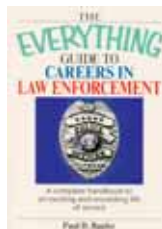
Local, State, and Federal

NEW

Everything Guide to Careers in Law Enforcement

Paul Bagley

\$14.95, 2007, 288 pages



Challenging and rewarding, law enforcement is an exciting career, but few people know where to start in order to break into it (no pun intended). Learn how to navigate the application, hiring, and training process. This unique comprehensive handbook covers all aspects of job options available — from local and state police to National Park Rangers and Homeland Security officers. You'll find candidate requirements; desired qualities and education for applicants; and where and how to apply to different agencies.