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ADULTING 101 SERIES

SEPTEMBER: RESUME SKILLS

Reading List:

- *The Elements of Resume Style, Essential Rules for Writing Resumes and Cover Letters That Work (Second Edition)* by Scott Bennett
- *Same Day Resume, Write an Effective Resume in an Hour* by Louise M. Kursmark,
- *How to Find Work in the 21st Century* by Ron McGowan
- *The Ultimate Job Search Guide* by Martin Yate
- *15 Minute Cover Letter: Write an effective cover letter right now* by Michael Farr and Louise Kursmark
- *What Color is Your Parachute? Guide to Rethinking Resumes* by Richard N. Bolles
- *The Complete Guide to Writing Effective Resume Cover Letters Step-by-step Instructions* by Kimberly Sarmiento
- *Resume Magic, Trade Secrets of a Professional Resume Writer* by Susan Britton Whitcomb

Database Resources found at www.caldwellpubliclibrary.org:

Lili.org→Job Seekers Resources:

- Idaho Career Information System
- Idaho Works
- Job Seeker's Online Workshop
- Jobscape
- LearningExpress Library
- Life and Career Skills: Series: Social Skills
- Vocational and Career Collection
- Live Better Idaho

For more information on how to find these resources, visit the Information desk or book an appointment with a librarian or tech tutor!