






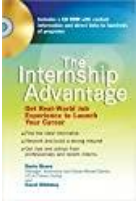
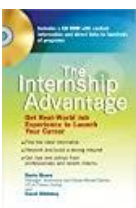


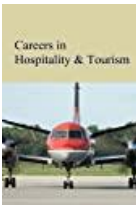









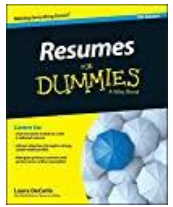
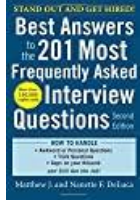
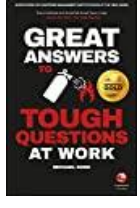
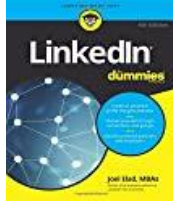






Couverture	Notice compacte	Résumé	Cote	Marque	Succursale
	The art of behavioural interviewing		658.33	ART	Bulle Library
	Lettres et e-mails d'accompagnement qui marchent / Nicolas Barrier	Le livre présente des conseils et des exemples de lettres et e-mails d'accompagnement pour franchir avec succès cette phase cruciale de la recherche d'emploi.	658.33	BAR	Bulle Library
	121 [one hundred and twenty-one] job interview questions and how to answer them : prepare for the best interview of your life! / Tyler Bennett	This book provides the answer key to the 121 most common interview questions. In each, the author explores what the interviewer is actually looking for when they ask that question, and precisely how to answer the question in a way that will impress the interviewer.	658.33	BEN	Bulle Library
	All work, no pay : finding an internship, building your resume, making connections, and gaining job experience / Lauren Berger	This book reveals insider secrets to scoring the perfect internship, building invaluable connections, boosting transferable skills, and ultimately moving toward your dream career. It provides exercises and examples.	658.33	BER	Bulle Library
	Le guide du CV en anglais / Elisabeth Blanchet, Marie-José Zhu	Ce livre explique les conditions de travail, le niveau de vie et les opportunités d'emploi des français qui s'expatrient dans un pays anglophone. Il explique comment réussir son CV et ses lettres de motivation grâce à des exemples notamment et comment réussir son entretien d'embauche.	658.33	BLA	Bulle Library





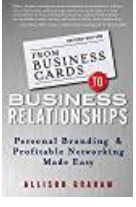
	<p>What color is your parachute? : a practical manual for job-hunters and career-changers / Richard Nelson Bolles</p>	<p>This book is updated for 2014 to tailor its long-trusted guidance with up-to-the-minute information and advice for today's job-hunters and career-changers. Combining classic elements like the famed Flower Exercise with updated advice on social media and search tactics, the book outlines what works--and what doesn't.</p>	658.33	BOL	Bulle Library
	<p>Best job ever : rethink your career, redefine rich, revolutionize your life / C.K. Bray</p>	<p>This book provides guidance to help building wanted careers, discover the principles of career development, create a job that is meaningful and fulfilling, increase career income and minimize the financial impact of changing careers.</p>	658.33	BRA	Bulle Library
	<p>The internship advantage : get real-world job experience to launch your career / Dario Bravo and Carol Whiteley</p>	<p>The text gives guidelines for researching, applying for, and undertaking internships, describing the types of internships available, how to select the internship best suited to one's specific talents and skills, how to craft cover letters and résumés and perform well in the interview, how to finance an internship if it is not paid, and how to evaluate the programs.</p>	658.33	BRA/1	Bulle Library
	<p>The internship advantage : get real-world job experience to launch your career / Dario Bravo and Carol Whiteley</p>	<p>The text gives guidelines for researching, applying for, and undertaking internships, describing the types of internships available, how to select the internship best suited to one's specific talents and skills, how to craft cover letters and résumés and perform well in the interview, how to finance an internship if it is not paid, and how to evaluate the programs.</p>	658.33	BRA/2	Bulle Library
	<p>How to write a brilliant CV / Jim Bright, Joanne Earl and David Winter</p>	<p>The aim of this guide is to provide readers with no-nonsense advice about how to get the most out of ones CV. It will increase their chances of being shortlisted for that all-important job by putting together a persuasive CV.</p>	658.33	BRI	Bulle Library

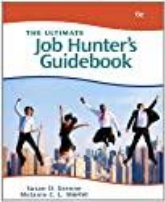




	<p>The Bigs : the secrets nobody tells students and young professionals about how to choose a career, find a great job, do a great job, be a leader, start a business, stay out of trouble, live a happy life / Ben Carpenter</p>	<p>In this entertaining book, the author will bring readers up to speed with a unique curriculum of stories and advice that will give readers all the tools they need to survive, thrive, and have fun in the big leagues of life.</p>	658.33	CAR	Bulle Library
	<p>Careers in hospitality and tourism / ed. by Michael Shally-Jensen</p>	<p>This title examines occupations in hospitality and tourism which encompasses the management, marketing and operations of restaurants, lodging, attractions, recreation events and other travel related services. Chapters provide an inside-look at the career options within a particular profession.</p>	658.33	CAR	Bulle Library
	<p>The complete guide to careers in special events : step toward success! / Gene Columbus</p>	<p>The step-by-step process in careers in Special Events will help event planners showcase their skills. Industry professionals provide insight and advice on gaining the appropriate skills, making contacts, networking, and using knowledge to ace job interviews. Samples of cover letters and thank you notes in addition to dining etiquette when interviewing over a meal are also presented.</p>	658.33	COL	Bulle Library
	<p>L'entretien d'embauche : [de la prise de contact à la négociation salariale] / Vincent Colin</p>		658.33	COL	Bulle Library
	<p>Make it count! : getting the most from a hospitality internship / Michael D. Collins</p>	<p>This book provides step-by-step guidance through the entire internship process, from identifying opportunities through the intern's final evaluation of the internship site. It may be utilized as a turnkey internship guide to start-to-finish or simply utilize the appropriate sections of the text to help students, coordinating faculty, and employers outline and deliver meaningful experiential learning activities and outcomes.</p>	658.33	COL	Bulle Library

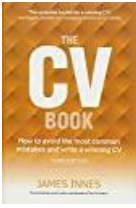




	<p>The complete guide to careers in special events : step toward success! / Gene Columbus</p>	<p>The step-by-step process in careers in Special Events will help event planners showcase their skills. Industry professionals provide insight and advice on gaining the appropriate skills, making contacts, networking, and using knowledge to ace job interviews. Samples of cover letters and thank you notes in addition to dining etiquette when interviewing over a meal are also presented.</p>	658.33	COL/1	Bulle Library
	<p>The complete guide to careers in special events : step toward success! / Gene Columbus</p>	<p>The step-by-step process in careers in Special Events will help event planners showcase their skills. Industry professionals provide insight and advice on gaining the appropriate skills, making contacts, networking, and using knowledge to ace job interviews. Samples of cover letters and thank you notes in addition to dining etiquette when interviewing over a meal are also presented.</p>	658.33	COL/2	Bulle Library
	<p>Conducting successful discipline interviews</p>		658.33	CON	Bulle Library
	<p>Personnel selection : adding value through people - a changing picture / Mark Cook</p>	<p>This book provides a complete introduction to theoretical principles and practical advice on the psychometric approach to personnel selection.</p>	658.33	COO	Bulle Library
	<p>Knockout job interview presentations : how to present with confidence, beat the competition and impress your way into a top job / Rebecca Corfield</p>	<p>This book takes you through the whole process of planning and making a presentation as part of a job interview and helps you to understand what employers are looking for.</p>	658.33	COR	Bulle Library


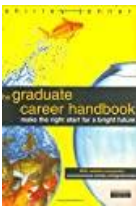


	<p>Successful interview skills : how to prepare, answer tough questions and get your ideal job / Rebecca Corfield</p>	<p>This guide shows readers how to portray professionalism and confidence and take control of the interview process. It includes a comprehensive selection of sample questions and advice on how to answer them.</p>	658.33	COR	Bulle Library
	<p>Resumes for dummies / by Laura DeCarlo ; with Joyce Lain Kennedy</p>	<p>This playbook shows how to write targeted resumes and how to use them with new ideas and strategies in the search for a good job.</p>	658.33	DEC	Bulle Library
	<p>Best answers to the 201 most frequently asked interview questions / Matthew J. DeLuca, Nanette F. DeLuca</p>	<p>This book covers every possible question you'll encounter in a job interview, including answers to the thought-provoking or unexpected questions that potential employers use to weed out candidates.</p>	658.33	DEL	Bulle Library
	<p>Great answers to tough questions at work / Michael Dodd</p>	<p>This book promotes a confident 'win-win-win' mindset for questioner, answerer and wider audiences beyond. The author provides formulae and strategies for constructing inspirational answers—however challenging, vicious, tricky or stupid the question. He outlines simple techniques for dealing with the kind of nightmare questions which all ambitious people in the workplace have to face along their journey, whatever stage of their career.</p>	658.33	DOD	Bulle Library
	<p>LinkedIn for dummies / by Joel Elad</p>	<p>This book presents information on effectively using the online business network, describing how to create profiles, request and write recommendations, find a job, market a business, increase sales, and find employees.</p>	658.33	ELA	Bulle Library





	Employee selection and performance management : volume 1 : key theoretical issues and concerns in ESPM / edited by Neil R. Anderson and Ute R. Hülsheger	This work brings together the seminal papers in ESPM and creates a single collection of keynote papers spanning both research and practice.	658.33	EMP	Bulle Library
	Employee selection and performance management : volume 2 : selection methods and performance outcomes I / edited by Neil R. Anderson and Ute R. Hülsheger	This work brings together the seminal papers in ESPM and creates a single collection of keynote papers spanning both research and practice.	658.33	EMP	Bulle Library
	Employee selection and performance management : volume 3 : selection methods and performance outcomes II / edited by Neil R. Anderson and Ute R. Hülsheger	This work brings together the seminal papers in ESPM and creates a single collection of keynote papers spanning both research and practice.	658.33	EMP	Bulle Library
	Be a job magnet : 7 secrets that guarantee you an 'unfair advantage' in the current job market / Adrian Evans	This book will show you how to be appropriately paid and rewarded, market yourself as a high performer with greater clarity, connect with the top 10% in your industry, and discover your true talent and maximise your potential.	658.33	EVA	Bulle Library
	The intern files : how to get, keep, and make the most of your internship / by Jamie Fedorko	This book provides a step-by-step plan for all future interns. They will figure out how to begin the process of interning, both from the school end and from the work end, and then they will understand what to do when they get there: how to act, what to say, what to wear, and how to balance school and interning, while still maintaining a social life. The book will also guide the interns through the end of an internship.	658.33	FED	Bulle Library


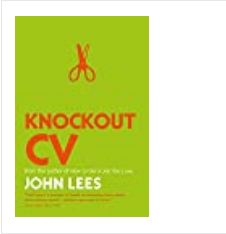
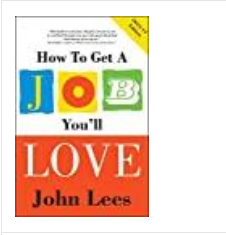

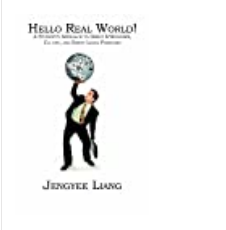
	Career opportunities in the sports industry / Shelly Field	<p>Throughout the 11 sections of the book, the reader will find a detailed quick-reference career profile for each job summarizing notable features of the job.</p>	658.33	FIE	Bulle Library
	101 [one hundred and one] great answers to the toughest interview questions / Ron Fry	<p>This guide will prepare you to leverage the trickiest questions to your advantage. Learn how to deal gracefully with complicated case interviews, various personality types, and even potentially illegal questions - all while avoiding common mistakes.</p>	658.33	FRY	Bulle Library
	How to write a resume and market it online : resume guidelines, preparation, structure, format, including resume marketing and much more / Gregory Goodrick	<p>This book explains how you can overcome any obstacles and be successful in getting employment interviews.</p>	658.33	GOO	Bulle Library
	The hospitality supervisor's survival kit / Cliff Goodwin, Alfred B. Squire III, Elwood Chapman	<p>This book contains tools and concepts that will help to be a supervisor in the hospitality industry. It is divided into five parts: Being a successful leader, Creating a successful team, Leading for peak performance, Getting the best from your team, and Increasing your own opportunities.</p>	658.33	GOO	Bulle Library
	From business cards to business relationships : personal branding and profitable networking made easy / Allison Graham	<p>You will learn how to strategically decide where to go, what to do when you get there and what to do afterwards to turn those casual business card contacts into meaningful relationships.</p>	658.33	GRA	Bulle Library






	<p>The ultimate job hunter's guidebook / Susan D. Greene, Melanie C. L. Martel</p>	<p>This book provides coverage of essential job-hunting and career strategies. It focus on real-world applications through experiential exercises and hands-on activities designed for individual or group use. New material in this 6th edition describes the latest online job and career development online sites and how to use them best. New chapter-ending 'Success Stories' focus on individuals who've used their initiative to transition from one career to another.</p>	658.33	GRE	Bulle Library
	<p>Internship success : real-world, step-by-step advice on getting the most out of internships / Marianne Ehrlich Green</p>	<p>This guide takes you through the entire internship process, from finding and applying for the best internships, to dealing with bosses and colleagues, to wrapping things up and moving on.</p>	658.33	GRE	Bulle Library
	<p>The job search cookbook : a recipe for strategic job search management / John-Paul Hatala</p>	<p>This book provides career seekers and their career coaches with a trackable system to guide them through the job search process.</p>	658.33	HAT	Bulle Library
	<p>Smart guide to the perfect job interview / David Holmes</p>	<p>Former fighter pilot and senior business executive, the author incorporates his own experience and the lessons learned from the mistakes he and his colleagues saw from hundreds of job candidates to help readers fashion an individualized, workable solution to their interview challenges.</p>	658.33	HOL	Bulle Library
	<p>The cover letter book : how to write a winning cover letter that really gets noticed / James Innes</p>	<p>This book gives essential rules and high impact strategies to write a cover letter out from the crowd. It takes a detailed look at the fifteen most common cover letter mistakes, and covers many situations from email and fax to speculative letters, career-development letters and advert-response letters.</p>	658.33	INN	Bulle Library






	<p>The CV book : how to avoid the most common mistakes and write a winning CV / James Innes</p>	<p>This book brings together years of research and experience to reveal all the insider tips and winning methods that will make sure a CV never fails to impress. It shows readers how to write a CV quickly and with confidence, how to tailor a CV to every opportunity, how to avoid the most common CV mistakes, and how to make a CV stand out from the competition.</p>	658.33	INN	Bulle Library
	<p>The interview question & [and] answer book : how to be ready to answer the 155 toughest interview questions / James Innes</p>	<p>This book helps to be prepared for interview questions and reveals the insider tips and winning methods to answers them. Readers will discover how to tackle interview questions, face the toughest and strangest of interview questions, know what questions to ask at the end of an interview, face interviews with confidence.</p>	658.33	INN	Bulle Library
	<p>The interview book : how to prepare and perform at your best in any interview / James Innes</p>	<p>This book is a guide to planning, preparing and performing in interviews to maximise your chances of landing the job you want. It includes a chapter on avoiding the most common interview mistakes, and important information on how to handle and benefit from the post-interview period, as well as sample interview questions, templates and best-practice scenarios.</p>	658.33	INN	Bulle Library
	<p>The interview book : your definitive guide to the perfect interview technique / James Innes</p>	<p>The book takes the reader through planning, preparing and organising a winning strategy on to an explanation of the various different interview scenarios – and how to handle them.</p>	658.33	INN	Bulle Library
	<p>Internships in sport management / by Robin Ammon Jr. ... [et al.]</p>	<p>The authors provide ideas for creating a cover letter, strategies for a résumé, and other suggestions. The reader will develop a professional attitude and attention to detail that will ensure that the interviewee makes a positive first impression. This textbook is a tool to prepare a sport management student for the internship in sport event management, intercollegiate athletics, minor league sport, sport facility management, sport marketing, sport promotions, or other areas of the expanding sport/business and sport/entertainment industries.</p>	658.33	INT	Bulle Library





	<p>You're hired! Interview : tips & techniques for a brilliant interview / Judi James</p>	<p>The book reveals the secret behind a successful interview experience and teaches how to be confident and boost your self-esteem. It includes advice on body language and self-presentation, and insights on answering tough questions and how to identify what it is the interviewer is really asking about.</p>	658.33	JAM	Bulle Library
	<p>The graduate career handbook : making the right start for a bright future / Shirley Jenner</p>	<p>The book is an interactive, web-referenced career guide and job-hunting companion for university students and recent graduates, providing inside information about the whole recruitment process.</p>	658.33	JEN	Bulle Library
	<p>Hotel, motel, and resort desk clerk career : [the insider's guide to finding a job at an amazing firm, acing the interview & getting promoted] / by Anne Johnson</p>	<p>In clear, easy-to-grasp language, the author covers many of the topics that you will need to know in order to win your dream job and be the first in line for a promotion.</p>	658.33	JOH	Bulle Library
	<p>Keeping your career on track / Susan A. Kaiden</p>	<p>This book helps readers to recognize what they have to offer employers, to clarify preferred skills and work environment, to refine career aspirations, to evaluate strengths and identify gaps and develop an action plan.</p>	658.33	KAI	Bulle Library
	<p>Career development in recreation, parks, and tourism : a positioning approach / Robert B. Kauffman</p>	<p>This book provides a step-by-step plan to prepare students for the next step in their preprofessional and professional careers. To illustrate the steps of the positioning model, the book features the ongoing case study of Sally Herr, a fictitious student who is finishing her last semester at State College University.</p>	658.33	KAU	Bulle Library





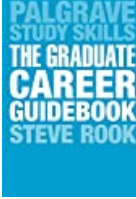
	<p>Social media for your student and graduate job search / Marielle Kelly</p>	<p>Most companies now use social media when recruiting new hires. Full of practical exercises and guidance, this book shows readers how to create great profiles, connect with people, research career options, and use social media to create stand-out applications.</p>	658.33	KEL	Bulle Library
	<p>Job interview : job interview preparation - 8 easy steps to acing the job interview - from choosing the right outfit, answering the tough questions and [getting your dream job!] / [David King]</p>	<p>This book covers the ins and outs of the interview process and the best ways to present yourself and your strengths.</p>	658.33	KIN	Bulle Library
	<p>10 [ten] steps to interviewing with confidence : your guide to acing the interview / Jeanne Knight</p>		658.33	KNI	Bulle Library
	<p>Active interviewing : branding, selling, and presenting yourself to win your next job / Eric P. Kramer</p>	<p>Introducing a new approach called 'Active interviewing', this book provides strategies and tools today's job candidate needs to ensure confidence and success in any job interview.</p>	658.33	KRA	Bulle Library
	<p>101 [one hundred and one] successful interviewing strategies / Eric Kramer</p>	<p>This book walks readers through the important parts of preparing for and effectively managing an interview, including attitude, tactics, and follow-up actions. From basic tips to more advanced insights, job candidates will find invaluable insights that can make the difference in interviewing or job-promotion success.</p>	658.33	KRA	Bulle Library
	<p>CV mode d'emploi : [le guide le plus complet et le plus clair pour un autoportrait efficace] / Florence Le Bras</p>	<p>Ce livre propose plus de 50 modèles de CV pour profils divers.</p>	658.33	LEB	Bulle Library

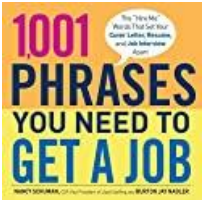



	<p>Job interviews : top answers to tough questions / John Lees</p>	<p>This book prepares you for job interviews, with examples of questions and answers. It also reveals the things that above-average candidates do to get results.</p>	<p>658.33</p>	<p>LEE</p>	<p>Bulle Library</p>
	<p>Knockout CV : how to get noticed, get interviewed and get hired / John Lees</p>	<p>It doesn't take months to learn how to write a CV that works, but it does take a few hours. This book is designed to take you through that process quickly, taking some short cuts, encouraging your readers to say one simple word: "yes".</p>	<p>658.33</p>	<p>LEE</p>	<p>Bulle Library</p>
	<p>How to get a job you'll love / John Lees</p>	<p>This book help readers unlock their hidden potential, find their passion and apply it to their working lives. It includes job search advice, as well as overview of portfolio careers and how to cover a personal branding and selling yourself.</p>	<p>658.33</p>	<p>LEE</p>	<p>Bulle Library</p>
	<p>Guerrilla marketing for job hunters 3.0 : how to stand out from the crowd and tap into the hidden job market using social media and 999 other tactics today / Jay Conrad Levinson, David E. Perry</p>	<p>This book features job-hunting strategies for the Information Age. You'll discover key techniques to reach hiring managers at the employers you want to work for most. It covers the use of social media and social networking tools like Facebook, Twitter, LinkedIn, and ZoomInfo in your job search.</p>	<p>658.33</p>	<p>LEV</p>	<p>Bulle Library</p>
	<p>Hello real world! : a student's approach to great internships, co-ops, and entry level positions / Jengyee Liang</p>	<p>A book on internships, co-ops, and entry-level positions</p>	<p>658.33</p>	<p>LIA</p>	<p>Bulle Library</p>

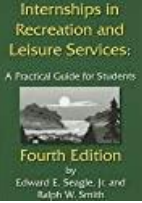


	Hello real world! : a student's approach to great internships, co-ops, and entry level positions / Jengyee Liang	A book on internships, co-ops, and entry-level positions	658.33	LIA/1	Bulle Library
	Hello real world! : a student's approach to great internships, co-ops, and entry level positions / Jengyee Liang	A book on internships, co-ops, and entry-level positions	658.33	LIA/2	Bulle Library
	LinkedIn : tell your story, land the job : how to make the most of the world's largest career & business network	This book provides tips and tricks for building a strong LinkedIn profile, optimized for discovery, write a concise professional summary, gather endorsements and recommendations, and highlight your skills. It also helps creating a virtual hub for current and potential employees and customers, and taking advantage of LinkedIn's Company Pages to improve your visibility.	658.33	LIN	Bulle Library
	Winning answers to job interview questions for aspiring managers and executives : [successful skills preparation tips for management positions] / Lavie Margolin	This book takes readers through questions they can expect to receive during a job interview. It also explains why those questions are being asked.	658.33	MAR	Bulle Library
	You're hired! CV : how to write a brilliant CV / Corinne Mills	This book provides guidance through the preparation process to identify your most relevant skills and experiences for the position you are applying for. Filled with real-life examples and practical advice on how to address tricky career challenges, and use your CV to stand out from the competition, this is an indispensable guide for job hunters.	658.33	MIL	Bulle Library


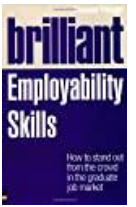



	<p>Career coach : your personal workbook for a better career / Corinne Mills</p>	<p>This workbook takes you through a full career analysis in the same way as working with a real life specialist career coach. Follow the programme and complete the insightful quizzes and questionnaires to help you pinpoint your personal strengths and skills.</p>	658.33	MIL	Bulle Library
	<p>You're hired! CV : how to write a brilliant CV / Corinne Mills</p>	<p>This book provides guidance through the preparation process to identify your most relevant skills and experiences for the position you are applying for. Filled with real-life examples and practical advice on how to address tricky career challenges, and use your CV to stand out from the competition, this is an indispensable guide for job hunters.</p>	658.33	MIL/1	Bulle Library
	<p>Knowledge, skills and abilities gained in a hospitality internship : experiential learning: gaining the skills required to achieve a competitive advantage that will transform your life / Quantella Noto</p>	<p>This book explores the relationship between experiential learning and the achievement of leadership competencies preferred by hospitality industry professionals to gain a competitive advantage.</p>	658.33	NOT	Bulle Library
	<p>Star quality talent : inspiring hospitality careers / Monica Or</p>	<p>This book follows the careers of hospitality professionals from humble beginnings to where the industry has led them. It gives tips on how to get ahead and move from a stagnant job to having a fulfilling career. It provides a view of the extent of the world of hospitality and the opportunities available, as well as tips on how to find the connections between the different sectors, job roles and industry bodies.</p>	658.33	OR	Bulle Library
	<p>The careers handbook : the graphic guide to finding the perfect job for you / [Sarah Pawlewski ; contrib. Christine Rowley, Imogen Gray, Heather Towers]</p>	<p>This book provides job advice for career development.</p>	658.33	PAW	Bulle Library


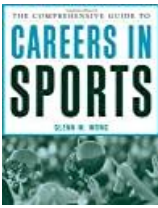
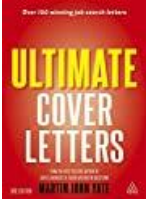

	Le guide du CV et de la lettre de motivation / Dominique Perez	Ce guide de référence propose plus de 150 CV et lettres de motivation adaptés selon le profil des candidats.	658.33	PER	Bulle Library
	77 conseils pour (re) trouver un emploi / Daniel Porot		658.33	POR	Bulle Library
	Stage en entreprise : clés de la réussite / Daniel Porot		658.33	POR	Bulle Library
	Comment négocier votre salaire ou une augmentation / Daniel Porot		658.33	POR	Bulle Library
	Votre entretien d'embauche, 107 conseils pour le réussir : les embûches de l'entretien d'embauche / Daniel Porot		658.33	POR	Bulle Library

	<p>Brand you : turn your unique talents into a winning formula / John Purkiss and David Royston-Lee</p>	<p>This book helps you develop a powerful personal brand, both on- and offline. It is packed with new material on social media, charisma and discovering your mission, as well as new exercises and examples.</p>	658.33	PUR	Bulle Library
	<p>Use social media to find your dream job! : how to use LinkedIn, Google+, Facebook, Twitter and other social media in your job search / Dan Quillen & Lance Farr</p>	<p>This book helps readers new to social media as well as old hands familiar with it. Readers will learn how to use each of the main websites -- LinkedIn, Google+, Facebook, and Twitter -- plus key personal and business blogs many may not have considered to successfully navigate the ins and outs of job searching on the Internet.</p>	658.33	QUI	Bulle Library
	<p>Why you? : 101 interview questions you'll never fear again / James Reed</p>	<p>This book is based on direct input from interviewers and interviewees. It offers preparation techniques, the lowdown on how to answer the most common questions and how to adopt a winning mindset at interview.</p>	658.33	REE	Bulle Library
	<p>Work experience, placements and internships / Steve Rook</p>	<p>This book guides readers through each stage of the journey, from finding opportunities to networking, applying and reflecting upon what they have learned. All sorts of activities are covered, including volunteering, part-time jobs, gap years, temping and formal internships.</p>	658.33	ROO	Bulle Library
	<p>The graduate career guidebook / Steve Rook</p>	<p>This book explains how to find a career after university. It divides the career journey into manageable steps and helps to navigate each stage, from deciding what to do, to gaining work experience, networking effectively, conducting a job hunt, writing a knock out CV, impressing at interview and getting the job.</p>	658.33	ROO	Bulle Library

	<p>1001 [one thousand one] phrases you need to get a job : the "Hire Me" words that set your cover letter, resume, and job interview apart / Nancy Schuman and Burton Jay Nadler</p>	<p>It's not enough to have the talent and experience to land the right job—you have to be able to put that talent and experience into words. With just the right phrase, you can highlight your achievements in your resume, make the cover letter pitch that sets you apart from the crowd, and underscore your unique skill set in the interview that lands you the job. In this book, the authors show you how to walk the walk and talk the talk you need to win the job you want.</p>	658.33	SCH	Bulle Library
	<p>Brilliant intern : how to get the best internships and make them count / Andrew Scherer</p>	<p>This book takes you through the process of finding an internship; how to utilise the experience and the contacts you have developed to help you secure your first job.</p>	658.33	SCH	Bulle Library
	<p>Me 2.0 : 4 steps to building your future / Dan Schawbel</p>	<p>This book provides tools to build a personal brand and to hold it into the career of your dreams. It helps to command your brand to achieve your career goals.</p>	658.33	SCH	Bulle Library
	<p>Career moves : [how to plan for success, create value for your organization, and make yourself indispensable no matter where you work] / Dondi Scumaci</p>	<p>This book is for employees who are ready to take personal responsibility for their development and create their own opportunity to make themselves indispensable. It inspires change and provides real-time, practical application.</p>	658.33	SCU	Bulle Library
	<p>Cover letters in a week : [write a great covering letter in seven simple steps] / Patricia Scudamore & Hilton Catt</p>	<p>This book provides all the do's and don'ts to cover letter writing - from making an impact, being 'employer friendly' and getting the design right, to beating the competition, unsolicited job applications and registering with recruitment agencies.</p>	658.33	SCU	Bulle Library

	<p>Job applications in a week : [get that job in seven simple steps] / Patricia Scudamore & Hilton Catt</p>	<p>This book helps readers discover how to get employer's attention and turn that interest into an offer through seven chapters - from CVs, cover letters and application forms, to interviews, getting shortlisted and tackling tough questions.</p>	658.33	SCU	Bulle Library
	<p>Internships in recreation and leisure services : a practical guide for students / by Edward E. Seagle Jr., Ralph W. Smith</p>	<p>Each chapter presents information to read and think about, includes exercises to complete, and lists pertinent questions to ponder. Overall, the intent of the manual is to develop effective internship tools and refine your internship selection process. This book contains examples from a variety of recreation and leisure service specializations (e.g., outdoor recreation, therapeutic recreation, commercial recreation) to illustrate important points and concepts.</p>	658.33	SEA	Bulle Library
	<p>Social media in employee selection and recruitment : theory, practice, and current challenges / ed. by Richard N. Landers, Gordon B. Schmidt</p>	<p>This book offers research on companies' use of social media platforms to find and hire personnel. It explains why and how social media are commonly used in both employee recruitment and selection.</p>	658.33	SOC	Bulle Library
	<p>Job interviews in a week : [how to prepare for a job interview in seven simple steps] / Alison Straw and Mo Shapiro</p>	<p>This book provides guidance on how to walk into a job interview with confidence by covering seven topics from understanding the process, doing your research and making oneself memorable, to feeling confident, handling tough questions and knowing what to ask.</p>	658.33	STR	Bulle Library
	<p>Successful recruitment of professional program graduates : benefits of participating in professional program internships / J. Michele Stuart</p>	<p>This book provides insight for organizations participating in professional academic program internships to emerge as successful recruiters.</p>	658.33	STU	Bulle Library

	<p>Hospitality career opportunities : learn secrets to get jobs in hotel, restaurant & cruise industry / Hotelier Tanji</p>	<p>This book provides information about a variety of careers within the hospitality industry and includes training and education requirements, salary statistics, and professional and Internet resources.</p>	658.33	TAN	Bulle Library
	<p>Brilliant employability skills : how to stand out from the crowd in the graduate job market / Frances Trought</p>	<p>This book emphasises the need for students to create their own individual employability profile and brand in order to compete successfully in today's highly competitive market place for graduate jobs.</p>	658.33	TRO	Bulle Library
	<p>How to really use LinkedIn : discover the true power of LinkedIn and how to leverage it for your business and career / Jan Vermeiren, Bert Verdonck</p>	<p>This book introduces you to professional network LinkedIn, covering examples of ways to find new customers, employees or a new job, tips to make your profile stand out, and also lesser-known functions and opportunities.</p>	658.33	VER	Bulle Library
	<p>Votre CV en anglais et en français = Your résumé or CV in French and in English / Elisabeth de Visme, Laurent Colombant</p>	<p>This book presents the rules of communication and presentation for CV and cover letters in French and English.</p>	658.33	VIS	Bulle Library
	<p>Packaging yourself : the targeted résumé / Kate Wendleton</p>	<p>This book is about the nuances of résumé preparation, as well as how to combine it with your LinkedIn profile.</p>	658.33	WEN	Bulle Library

	Readymade CVs / Lynn Williams	<p>This book sets out the ground rules for preparing a CV by showing how to select which details go in and which stay out, how to layout and present a CV and how to make a great first impression. It includes sample CVs for a wide variety of jobs: practical, creative, administrative, sales and marketing, technical and management, with online template CVs and covering letters ready for you to download and customise.</p>	658.33	WIL	Bulle Library
	The comprehensive guide to careers in sports / Glenn M. Wong	<p>This book provides students with an overview of the various factors they should consider when embarking on a career search and sets realistic expectations about the varied options available. It answers the most likely questions that students have, including which courses they should take, what career areas are available to them, realistic salary expectations, and how to land the job of their dreams. To achieve success in the highly competitive field of sports management, individuals must be well prepared to make the right decisions along the way.</p>	658.33	WON	Bulle Library
	Ultimate cover letters : the definitive guide to job search letters and follow-up strategies / Martin John Yate	<p>This book helps you to open doors to job interviews and offers of employment. It provides over 100 sample letters to cover a variety of situations, and refers the use of key 'power phrases' to get results. It also covers how to develop your professional image and integrate it onto your job search letter.</p>	658.33	YAT	Bulle Library
	Successful interviewing and recruitment / Rob Yeung	<p>This book teaches how to put a candidate at ease, how to ask probing questions, how to separate liars from truth tellers and how to interview candidates from office juniors to senior managers.</p>	658.33	YEU/1	Bulle Library