



Training Material Available for Viewing

(Check with the Career Services Office, Room 143E)

DVD—head phones must be used if anyone else is in the Resource Center

Exceptional Employee: A Guide to Success on the Job (25 minutes—Cambridge Educational 8401)

Grooming, Dressing, & Body Language (30 minutes, Linx Educational)

Introduction To: The Rules of Work (30 minutes, Linx Educational)

Your First Resume and Interview (15 minutes, Meridian Educational)

Career Advantage Strategies for Success (28 minutes—Cambridge Educational 34512)
Introduction to Career Planning and Implementation (#18)

Career Advantage Strategies for Success (28 minutes—Cambridge Educational 34513)
Decision-Making Strategies (#19)

Career Advantage Strategies for Success (28 minutes—Cambridge Educational 34514)
Goal-Setting and Action-Planning (#20)

Career Advantage Strategies for Success (28 minutes—Cambridge Educational 34515)
Finding Opportunities: New Technologies and Current Techniques (#21)

Career Advantage Strategies for Success (27 minutes—Cambridge Educational 34516)
Staying on Track in Your Work Search (#22)

Career Advantage Strategies for Success (30 minutes—Cambridge Educational 34517)
Resume Preparation (#23)

Career Advantage Strategies for Success (30 minutes—Cambridge Educational 34518)
Interviewing Strategies (#24)

Career Advantage Strategies for Success (30 minutes—Cambridge Educational 34519)
Interview Follow-up (#25)

Career Advantage Strategies for Success (30 minutes—Cambridge Educational 34520)
Career Advantage: Series Conclusion

VHS—head phones must be used if anyone else is in the Resource Center

Your Credit Report: Keeping it Clean (Cambridge Educational)

The Ideal Resume (Cambridge Educational)

Skills for First-Time Job Seekers—Downtown Deli: Young Adults Deal With Life On The Job (29 minutes, Park Avenue Productions)

Job Entry Talk (Curtis & Associates, Inc.)

Are You Better Off Working? (Curtis & Associates, Inc.)

Cassette—head phones must be used if anyone else is in the Resource Center

The 7 Habits of Highly Effective People, by Stephen R. Covey (Six tape series, Nightingale-Conant Corp.)

Books—available in Career Services Office

Gallery of Best Cover Letters, 2nd ed. (David F. Noble, Jist Works, Inc.)

Gallery of Best Resumes, 3rd ed. (David F. Noble, Jist Works, Inc.)

The Only Resume and Cover Letter Book You'll Ever Need! (Richard Walsh, Adams Media)

Designing The Perfect Resume, 3rd ed. (Pat Criscito, Barron's)

Job Offer: A How-To Negotiation Guide (Maryanne L. Wegerbauer, Jist Works, Inc.)

The Complete Job Search Organizer: How To Get A Great Job—Fast! (Jack O'Brien, Kiplinger)

The Everything Get-A-Job Book, 2nd ed. (Dawn Rosenberg McKay, Adams Media)

The Job Search: Your Guide to Success, 2nd ed. (Barbara Zarna, Irwin Mirror Press)

The Jist Career Planning and Job Search Course (J. Michael Farr, Jist Works, Inc.)

A Young Person's Guide to Getting & Keeping a GOOD JOB (J. Michael Farr, Jist Works, Inc.)

Resume Almanac (Adams Media Corporation)

The Big Book of Jobs, 2009-2010 ed. (McGraw Hill, Inc.)

Perfect Phases for the Perfect Interview (McGraw Hill, Inc.)

Perfect Phases for Resumes (McGraw Hill, Inc.)

Perfect Phases for Cover Letters (McGraw Hill, Inc.)

A Foot in the Door (Katherine Hansen)

Drop Dead Brilliant (Lesley Everett)

Sell Yourself in any Interview (McGraw Hill, Inc.)

America's Top Jobs for People Re-Entering the Workforce (Ron and Caryl Krannich)

Dressing Smart for Men (JoAnna Nicholson)

Dressing Smart for Women (JoAnna Nicholson)

Competency-Based Resumes (Robin Kessler, Linda A, Strasburg)

Knock'em Dead Cover Letters, 8th ed. (Martin Yate)

The Only Resume and Cover Letter Book You'll Ever Need! (Richard Walsh, Adams Media)

2500 Keywords to get You Hired (McGraw Hill, Inc.)

Guide to America's Federal Jobs (Karol Taylor, Janet Ruck)

The Big Book of Jobs. 2009-2010 ed. (McGraw Hill, Inc.)

Building Professionals. Creating a Successful Portfolio (Prentice Hall, Inc.)

How to get a Job and Keep It (Steck-Vaughn Company)

A Young Person's Guide to Getting & Keeping a Good Job (J. Michael Farr, Jist Works, Inc.)

Career Planning Q's & A's (Paul Phifer)

Career Directions, 3rd ed. (Donna J. Yena)

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