

WRITING A GOOD RESUME:

A Selective List of Books in the San Diego Mesa College Library

The following books represent a small fraction of the number of materials on resumes in the CAREER COLLECTION of the Mesa College Library (LRC Room 115). Several of these books are also available online and are denoted with an asterisk (*); the links to these books can be found by using the library's online catalog, SandyPac. Additionally, you may use SandyPac to locate other books -- or ask the librarian at the Reference Desk for assistance. Also check the library's CAREER COLLECTION for related books on specific jobs, careers, and colleges.

- 1.) 175 HIGH-IMPACT RESUMES
by Richard H. Beatty
Call Number: Career Collection HF 5383 B324 2002. *
- 2.) 7 MINUTE RESUMES
by Dana Morgan
Call Number: Career Collection HF 5383 M595 2000.
- 3.) THE CAREER PORTFOLIO WORKBOOK
by Frank Satterthwaite
Call Number: Career Collection HF 5383 S27 2003.
- 4.) CYBERSPACE RESUME KIT: HOW TO BUILD AND LAUNCH AN ONLINE RESUME
by Mary B. Nemnich and Fred E. Jandt
Call Number: Career Collection HF 5382.7 N45 2001.
- 5.) EXPERT RESUMES FOR PEOPLE RETURNING TO WORK
by Wendy S. Enelow
Call Number: Career Collection HF 5383 E53 2003. *
- 6.) EXPERT RESUMES FOR TEACHERS AND EDUCATORS
Call Number: Career Collection LB 1780 E64 2002. *
- 7.) GALLERY OF BEST RESUMES FOR PEOPLE WITHOUT A FOUR-YEAR DEGREE
by David F. Noble
Call Number: Career Collection HF 5383 N622 2000.
- 8.) THE GLOBAL RESUME AND CV GUIDE
by Mary Ann Thompson
Call Number: Career Collection HF 5383 T53 2000.
- 9.) THE GUIDE TO BASIC COVER LETTER WRITING
Call Number: Career Collection HF 5383 P735 2004.

- 10.) MCGRAW-HILL'S BIG RED BOOK OF RESUMES
Call Number: Career Collection HF 5383 M337 2002.
- 11.) THE QUICK RESUME & COVER LETTER BOOK: WRITE AND USE AN EFFECTIVE RESUME IN ONLY ONE DAY
by J. Michael Farr
Call Number: Career Collection HF 5383 F32 2000. *
- 12.) RESUME MAGIC
by Susan Britton Whitcomb
Call Number: Career Collection HF 5383 W46 2003.
- 13.) RESUMES FOR THE 50+ JOB HUNTER
Call Number: Career Collection HF 5383 R453 2003. *
- 14.) RESUMES FOR ADVERTISING CAREERS
Call Number: Career Collection HF 5383 R43 2003.
- 15.) RESUMES FOR COMMUNICATIONS CAREERS
Call Number: Career Collection P 91.6 R4 2003.
- 16.) RESUMES FOR DUMMIES
by Joyce Lain Kennedy
Call Number: Career Collection HF 5383 K424 2003.
- 17.) RESUMES FOR ENGINEERING CAREERS
Call Number: Career Collection TA 157 R445 2000.
- 18.) RESUMES FOR HIGH-TECH CAREERS
Call Number: Career Collection HF 5383 R44 2004.
- 19.) RESUMES FOR LAW CAREERS
Call Number: Career Collection KF 297 Z9 R47 2002.
- 20.) RESUMES FOR NURSING CAREERS, 2nd edition
Call Number: Career Collection RT 86.7 R45 2001.
- 21.) RESUMES FOR SCIENTIFIC AND TECHNICAL CAREERS
Call Number: Career Collection Q 147 R47 2000.
- 22.) RESUMES FOR SOCIAL SERVICE CAREERS
Call Number: Career Collection HV 10.5 V49 2000.
- 23.) RESUMES THAT KNOCK 'EM DEAD
By Martin John Yate
Call Number: Career Collection HF 5383 Y38 2003.