Job Seeking Skills and Resources
Books and DVDs available through the NCC Academic Center

Cover Letter Writing Tips
- Knock ‘em Dead Cover Letters by Martin Yate
- Cover Letter Magic by Wendy S. Enelow and Louise M. Kursmark
- 15 Minute Cover Letter by Michael Farr and Louise Kursmark
- Engaging Resumes and Cover Letters DVD
- Landing the Job: Resumes and Cover Letters DVD

Resume Writing Tips
- Knock ‘em Dead Resumes by Martin Yate
- Best Resumes for College Students and New Grads by Louise M. Kursmark
- Real-Resumes Series (including Auto Industry Jobs, Computer Jobs, Manufacturing Jobs, Administrative Support, Nursing Jobs, Students and more)
- Expert Resumes for People Returning to Work by Wendy S. Enelow and Louise M. Kursmark
- Packaging Yourself: The Targeted Resume by Kate Wendleton
- Engaging Resumes and Cover Letters DVD
- Landing the Job: Resumes and Cover Letters DVD
- Developing a Career Portfolio DVD

Interview Etiquette
- Knock ‘em Dead Job Interview by Martin Yate
- When Can You Start? Ace the Interview and Get Hired by Paul Freiberger
- Job Interviews for Dummies by Joyce Lain Kennedy
- Common Job Interview Mistakes: What Not To Say or Do DVD

Career Planning
- Knock ‘em Dead 2017: The Ultimate Job Search Guide by Martin Yate
- Knock ‘em Dead Social Networking by Martin Yate
- Private Notes of a Headhunter by Kenneth Heinzel
- Over 40 & You’re Hired! by Robin Ryan
- JIST’s Best Jobs Series

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Job Seeking Skills and Resources
Web Resources

Career Planning, Cover Letter, and Resume Tips

- LearningExpress Library Database — available through NCC Library webpage; Spanish & English
- My Next Move — Career planning if you don’t know where to start
- CareerOneStop — your source for career exploration, training & jobs
- OWL’s Job Searching Writing — Scannable resumes, academic resumes

Job Listings

- Job Listings around NCC
- IowaJobs
- Iowa Workforce
- USAJobs
- Health & Medical Career Center
- After College
- Career Builder
- American Public Power Association
- Electrical Jobs Today
- GoJobs
- Indeed: One Search, All Jobs

Films on Demand (Off campus: Username & password provided in the NCC MyPlace Library link)

- Get Hired and Go: The Complete Guide to Getting a Job and Doing it Right Series
- Selling Yourself Successfully Series
- Job Interview Success Series
- Disabilities at Work: Successful Job Hunting for People with Disabilities Series
- Resumes: A How-To Guide
- Common Job Interview Mistakes: What NOT to Say or Do
- You’re Hired! Job-Winning Interview Strategies

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