

10 LIBRARY RESOURCES NOT TO BE MISSED

Topic	Title	Author
GENERAL	Career Distinction: Stand Out By Building Your Brand	William Arruda & Kirsten Dixon
EMOTIONAL INTELLIGENCE	Emotional Intelligence	Daniel Goleman
RESUMES	101 Quick Tips For a Dynamite Resume	Richard Fein
	Resume Magic	Susan Britton Whitcomb
COVER LETTERS	Cover Letter Magic	Wendy S. Enelow
	The Perfect Cover Letter – 3 rd ed.	Richard H. Beatty
INTERVIEW QUESTIONS	Knock ‘em Dead: With Great Answers To Tough Interview Questions	Martin Yate
	Sweaty Palms: The Neglected Art of Being Interviewed	H. Anthony Medley
RECRUITING GUIDE	Smart Hiring: The Complete Guide For Recruiting Employees	Robert W. Wendover
CUSTOMER SERVICE	Through the Customer’s Eyes – 6 DVDs	National Seminars

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