

Postgraduate School

BOOKS ON JOB INTERVIEWS & RESUMES AVAILABLE IN THE UFS LIBRARY

Compiled by R du Plessis

Allen, J.G. 2004. *The complete Q & A job interview book*. 4th ed. Hoboken, NJ: Wiley. **(650.144 ALL)**. This book will guide you through today's changing job market, and includes a chapter on dealing with open-ended interrogation questions.

Bolles, R.N. 2010. *What color is your parachute? : a practical manual for job-hunters and career-changers*. Berkeley, Calif. : Ten Speed. **(650.14 BOL)**. In this edition of the job-search guide the author explains that job seekers will have the most success if they undertake a “life-changing job hunt”: taking a thorough personal inventory of what one enjoys, brainstorming of job environments where one will use these skills and interests, and planning to contact individuals who can help find jobs that offer opportunities to use these skills and interest.

Bunting, S. 2007. *The interviewer's handbook: successful interviewing techniques for the workplace*. London: Kogan Page. **(658.31124 BUN)**. This book offers expert advice on the use of effective questioning techniques and how to get the most benefit out of the questioning. It provides in-depth guidance on the role that body language plays and examines the significance of listening techniques. It also shows how to encourage dialogue and avoid conflict in sensitive situations.

Coleman, L. 2000. *Developing workplace skills: how to get your first job and keep it*. Kenwyn, S.A. : Juta. **(650.14 COL)**. *Developing Workplace Skills* focuses on providing the learner not only with information about the vital steps to

successful job hunting, but also offers a series of activities for groups or individuals to explore and develop the relevant key skills required in the workplace.

Corfield, R. 2007. *Preparing the perfect CV: how to make a great impression and get the job you want*. 4th ed. London: Kogan Page. **(650.142 COR)**. A well-prepared and individually tailored CV is invaluable and can greatly improve a candidate's chances of getting the job they want. "Preparing the Perfect CV" provides all the answers about where to start.

Criscito, P. 2013. *How to write better résumés and cover letters*. 3rd ed. Hauppauge, N.Y. : Barron's. **(650.142 CRI)**. Author Pat Criscito presents a virtually fail-safe 12-step process for producing that perfect résumé in all formats needed for a job search. Also important is the cover letter that accompanies it, and again, Pat Criscito tells how to create a dynamic, customized letter that stands out from the crowd. Job seekers who use this book will find scores of model résumés to serve as inspiration for their own, whether they're seeking that very first job or are experienced professionals looking to advance their careers.

De Back, A. 2010. *Get hired in a tough market: insider secrets to find and land the job you need now*. New York, N.Y. : McGraw-Hill. **(650.14 BAC)**. Marketing yourself is an important element in your job search. This book shows you how to match your skills to those desired by employers and how to pitch yourself to potential employers so that they will not forget you.

Drake, J.D. 1997. *The perfect interview: how to get the job you really want*. 2nd ed. New York: AMACOM. **(650.14 DRA)**. This is a practical, how-to book about succeeding in employment interviews. It provides specific ways to effectively communicate one's strengths in a variety of interview settings--the initial, the second, and the "corner office" interviews. "Skill Builder" pages provide tools to help applicants prepare for each interview. Special help is given for coping with the 12 most difficult questions and for managing discussions concerning compensation.

Feibelman, P.J. 2011. *A PhD is not enough! : a guide to survival in science*. Rev. ed. New York: Basic books. **(502.3 FEI)**. The author offers sound advice on selecting a thesis or postdoctoral adviser; choosing among research jobs in academia, government laboratories, and industry; preparing for an employment interview; and defining a research program. The guidance offered in *A Ph.D. Is Not Enough!* will help readers make oral presentations more

effective, journal articles more compelling, and grant proposals more successful.

Henard, D.H. 2012. *Stand out! : a resume guide for college students*. [Raleigh, N.C.] : David H Henard. **(650.14 HEN)**. The book guides college students on how to write a resume and cover letter in order to maximize the odds of landing that first job or getting accepted to a graduate program. Specific examples and proven approaches from a business and academic leader provide students with a step-by-step guide to help them literally stand out from the crowd.

Rose, J. 2012. *The mature student's guide to writing*. 3rd ed. Houndmills, Basingstoke: Palgrave Macmillan. **(Chapter 17: Your CV) (808.06637 ROS)**. Through its use of conversational and supportive tones, this popular guide puts readers at ease, assisting the transition to academic study. With clear explanations, summaries and exercises, it is an invaluable companion for the mature student.

Shapiro, M. & A. Straw. 2002. *Tackling tough interview questions in a week*. 2nd ed. London: Hodder & Stoughton. **(658.31124 SHA)**. This book considers how interviewers structure their questions and why they ask the ones they do. Each day develops an understanding of the interviewer explaining the purpose of various questions and helps you to prepare appropriate responses.

Thompson, C.B. 2002. *Interviewing techniques for managers*. New York: McGraw-Hill. **(658.31124 THO)**. *Interviewing Techniques for Managers* shows you how to master every aspect of the interview process to ensure that you always get honest, helpful, and results-oriented answers.

Whitcomb, S.B. 2010. *Résumé magic: trade secrets of a professional résumé writer*. 4th ed. Indianapolis, Ind. : JIST Works. **(650.142 WHI)**. This edition discusses the changing role of the résumé amid new online uses and personal branding applications. Author Susan Britton Whitcomb connects professional techniques with actual examples to demonstrate why the techniques work.

Zerwekh, J. & A. Zerwekh Garneau. (eds). 2012. *Nursing today: transition and trends*. 7th ed. St. Louis, Mo. : Elsevier Saunders. **(610.73069 NUR)**. This book focuses on the information students need to make a successful transition from the classroom to practice. It provides a solid understanding of the problems and opportunities professional nurses face, and it details the practical skills essential for success. Specific career management tools — covering communication in the workplace, time management, **résumé writing** and

interviewing tips, basics of budgeting, and a full chapter on the NCLEX-RN exam — give readers the practical advice they need to succeed.

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