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CANADIAN BOOKS



HIRE POWER, 2nd Edition
The Ultimate Canada Student Employment Guide
Karen Schaffer
ISBN 9781896324388 \$24.95
224p. / Published 2009



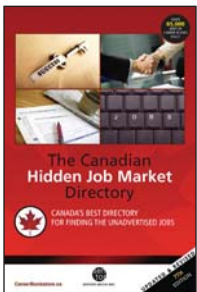
Ready to Job Hunt? Hire Power is for you! All the info students and grads need to get that vital first job is right here at your fingertips. As a supportive reference guide, it takes new job seekers through the essentials—from figuring out what to apply for to how to apply for it. As a job directory, it gives the inside scoop on more than fifty starter jobs in Canada with an innovative rating system and gives the skinny on specific companies young people can approach to find a job of their own.



GET WIRED, YOU'RE HIRED! 4th Edition
The Ultimate Canadian Internet Job Search Guide
Mark Swartz
ISBN 9781896324319 \$29.95
296p. / Published 2009



Net Yourself a New Job! Looking for an edge in your job search? The Net is your secret weapon. You can use it at every stage: for assessing your skills and interests; to explore career options; for research on employers; then to find—and apply for—thousands of advertised postings! This step-by-step guide shows you how to surf for work like a pro. Master the secrets of searching for work online. Our easy-to-follow instructions make it simpler than ever!



THE CANADIAN HIDDEN JOB MARKET DIRECTORY, 7th Edition
Canada's Best Directory for Finding Unadvertised Jobs
Editors for Senior Media
ISBN 9781896324326 \$29.95
328p. / Published 2009



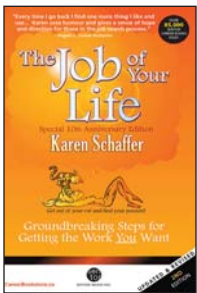
Now in its 7th edition, completely updated and revised, this book will help you find up to 80% of jobs that are 'hidden! Are you currently looking for a job? Already employed but looking to switch? Making a career change? If so, this book is for you. Jump start your job search and find employment in the hidden job market. We provide an extensive list of over 2,500 places you can use to start finding positions that haven't been published yet!



THE CANADIAN SUMMER JOB DIRECTORY, 4th Edition
Canada's Best Directory for Finding Work in the Summer
Editors for Senior Media
ISBN 9781896324333 \$19.95
240p. / Published 2009



Looking for a summer job? This book has it all! We've provided an extensive list of employers and government programs that offer summer jobs in Canada. Ever considered being a camp counsellor, performer, landscaper or web technician? Discover the 1,000 paid summer jobs, where they are and how to get them. Whether you are a high school, college or university student, this is the first and only book with essential information on summer jobs in Canada.



THE JOB OF YOUR LIFE, 2nd Edition
Groundbreaking Steps for Getting the Work You Want
Karen Schaffer
ISBN 9781896324371 \$23.95
256p. / Published 2009



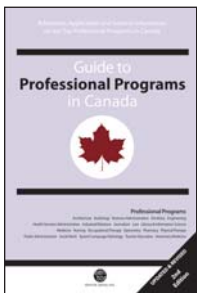
The Job of Your Life is a warm, funny, totally real take on what you really need to be dreaming about to change your career. Author Karen Schaffer suggests radical new ways of thinking about work, jobs, passion, money—and yourself—that will make your process more playful, peaceful and powerful. As you search for the job of your life let this gem of a book inspire you, as it has so many others.



BEST CANADIAN RÉSUMÉS
Canadian-Format Résumés and Cover Letters
Sharon Graham
ISBN 9781896324274 \$28.95
288p. / Published 2007

For millions of Canadians, the résumé plays a critical role in the success or failure of a job search. The competition in our market is tough. Job seekers know that their résumé must stand apart from the rest on the recruiter's desk. A superb résumé is the key to winning that all-important interview. This book is a one-of-a-kind resource. It offers résumé and cover letter samples from leading Career strategists.

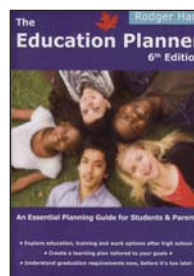
Education



GUIDE TO PROFESSIONAL PROGRAMS IN CANADA, 2nd Edition
Admission, Application and General Information on the Top Professional Programs in Canada
Editors for Senior Media
ISBN 9781896324357 \$34.95
216p. / Published 2009



The Guide to Professional Programs in Canada contains valuable information about all post-secondary professional programs in Canada, from Architecture to Veterinary Medicine. This must-have resource will save you time and money in preparing for your professional education. Ideally suited for students, libraries, and career counsellors at secondary schools, colleges, and universities!



THE EDUCATION PLANNER, 6th Edition
An Essential Planning Guide for Students & Parents
Rodger Harp
ISBN 9781894422482 \$6.95
40p. / Published 2008



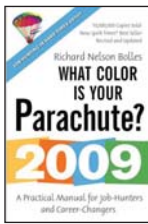
Get the most out of your high school years and look ahead to postsecondary options in this small workbook with big results! This book has the latest post-secondary program requirements, and lists the required and recommended prerequisite high school courses. Direct and to the point, it is an essential resource for students and parents exploring the many postsecondary education options available today. Contact us for special pricing on class sets!

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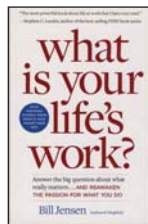
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SELF-ASSESSMENT



WHAT COLOR IS YOUR PARACHUTE? 2009 Edition
A Practical Manual for Job-Hunters and Career Changers
Richard Nelson Bolles
ISBN 9781580089302 \$21.50
456p. / Published 2008

A favorite of job hunters and career changers for more than three decades, this book continues to be a mainstay on best-seller lists. The 2009 edition is an even more useful book, with its updated, inspiring, and detailed plan for changing readers' lives. With new examples, instructions, and cautionary advice, this book is, to quote Fortune magazine, "the gold standard of career guides."



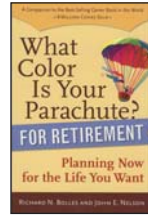
WHAT IS YOUR LIFE'S WORK?
Rewaken the Passion for What You Do
Bill Jensen
ISBN 0060766867 Reg. \$32.50
208p. / Published 2005 Now \$19.95

In *What Is Your Life's Work?* you will discover a new way to see and know who you are in today's more-better-faster world. Exposed is what usually stays private: the raw truths we've all experienced, the personal frailties and mistakes we'd like to hide, and the proudest achievements we'd like to celebrate.



WHAT COLOR IS YOUR PARACHUTE? FOR TEENS
Discovering Yourself, Defining Your Future
Richard Nelson Bolles, Carol Christen
ISBN 1580087132 \$19.50
176p. / Published 2006

For the first time, Richard Nelson Bolles presents his career bible's central concepts for teen readers. With simpler, more direct language, the teen *Parachute* teaches high school and college students to zero in on their favorite skills and then to apply that knowledge to finding their perfect college major or job.



WHAT COLOR IS YOUR PARACHUTE? FOR RETIREMENT
Planning Now for the Life You Want
Richard Nelson Bolles, John E. Nelson
ISBN 1580087116 \$21.50
288p. / Published 2007

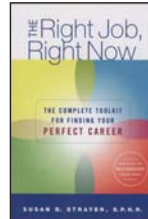
Inspired by the timeless wisdom of *What Color Is Your Parachute?*, this book will help you prepare for the next stage of life, whether you're in your early, mid, or late career or you've already retired. What does retirement mean to you? Do you know what will give you the most fulfillment years down the road? How do you plan for your health and happiness?

JOB SEARCH



JOB SEARCH MAGIC
Susan Whitcomb
ISBN 159357150X \$28.95
512p. / Published 2006

Condenses all of the groundbreaking job search guidance from JIST best-sellers into one all-inclusive volume—plus a no-fail system for finding and landing the perfect job for you. Includes sample resumes and cover letters, before-and-after interview responses, career-choice guidance, helpful job search Web sites, salary-negotiation tips, job success tips, and much, much more!



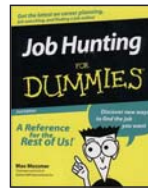
THE RIGHT JOB, RIGHT NOW
The Complete Tool-Kit For Finding Your Perfect Career
Susan Strayer
ISBN 9780312349264 Reg. \$17.95
320p. / Published 2006 Now \$15.95

This book effectively bridges the gap between *What do I want to do?* and *How do I do it?* by presenting a complete, step-by-step plan for long term career satisfaction using self-assessment, self-marketing, and a comprehensive job search and career development strategy. Based on the authors Kaleidoscope Career Model, this book shows readers how to take charge of their career.



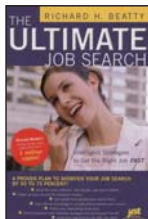
OUTWITTING THE JOB MARKET
Chandra Prasad
ISBN 9781592283507 Reg. \$19.95
256p. / Published 2004 Now \$17.95

What do you need to take the job market by storm? This book will tell you all the essentials, from your earliest research efforts to negotiating your compensation once an offer rolls in. You'll learn the basics on resume and cover letter construction, how and when to network, tricks to winning over an interviewer, and tactics for enhancing your marketability. You'll read canny advice from human resources personnel, recruiters and hiring managers.



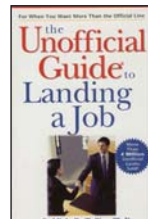
JOB HUNTING FOR DUMMIES, 2nd Edition
Max Messmer
ISBN 9780764551635 Reg. \$19.99
408p. / Published 1999 Now \$17.99

Whether you're a recent high school or college grad or an established workforce veteran, changing jobs can be a scary experience. Let this book be your guide to pushing your career forward. The author, Max Messmer, has used his job search expertise to create this cutting-edge guide to job hunting. Messmer offers the kind of friendly advice and insider's tips that can enhance your job search from start to finish.



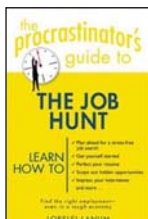
THE ULTIMATE JOB SEARCH
Intelligent Strategies to Get the Right Job Fast
Richard H. Beatty
ISBN 1593573243 \$23.95
320p. / Published 2006

A total job search system that has been proven to cut job search time by 50 to 75 percent! Self-assessments, strategies, and tips to help students plan their careers. Job seekers and students looking for a new career will find the inside scoop on networking, interviewing, negotiating job offers, succeeding on the new job, and much more to have a big advantage in getting a new job quickly.



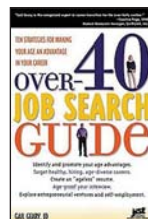
THE UNOFFICIAL GUIDE TO LANDING A JOB
Michelle Tullier
ISBN 9780764574139 Reg. \$18.99
504p. / Published 2005 Now \$17.95

Today's job market is more competitive than ever. How can you distinguish yourself from the competition and get the job you really want? This book walks both new and veteran job hunters through every aspect of landing a great position, from understanding how hiring decisions are made to evaluating and negotiating offers—and everything in between.



THE PROCRASTINATOR'S GUIDE TO THE JOB HUNT
Lorelei Lanum
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229p. / Published 2004 Now \$14.95

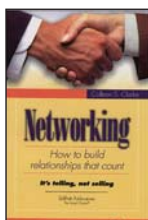
Lanum presents a guide to preparing a résumé, right down to the finishing touches. She also covers making those intimidating phone calls, recognizing opportunities and striking while the iron's hot, following through on the necessary details, and more.



OVER-40 JOB SEARCH GUIDE
10 Strategies for Making Your Age an Advantage in Your Career
Gail Geary
ISBN 1593570902 \$22.95
240p. / Published 2005

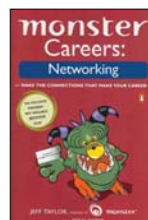
Readers learn effective strategies to present their age as an advantage to employers rather than a disadvantage. The only career transition guide that provides workable solutions for the reemployment issues of over-40 year-old workers! The book also boldly addresses midlife career transition issues by providing cutting-edge information with timely solutions.

NETWORKING



NETWORKING
How To Build Relationships That Count
Colleen Clarke
ISBN 1478542419 \$19.50
192p. / Published 2006

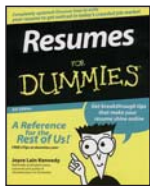
This book removes the fear that many people have about reaching out and making connections, often with perfect strangers in strange environments. It is a "how to book": how to engage people, what to say to set up advice call meetings, scripts to recite when at functions or in networking meetings, the importance of internal networking and increasing ones visibility.



MONSTER CAREERS: NETWORKING
Make the Connections that Make Your Career
Jeff Taylor
ISBN 0143036012 Reg. \$21.00
240p. / Published 2005 Now \$15.95

Featuring content not available online, this is a guide to getting connected from Monster.com, the world's leading online career search network. Readers will learn how to speak with confidence, build a network of relationships, and follow through for success.

RESUMES



RESUMES FOR DUMMIES, 5th Edition

Joyce Lain Kennedy
ISBN 9780470080375
384p. / Published 2006

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Whether you're entering the job market for the first time, changing jobs, or changing careers, this book will show you the ropes and rules for a new era in recruiting and job finding. This up-to-date edition gives you the very latest strategies on how to create, and more importantly, distribute your resume in today's new job search environment.



RESUME MAGIC, 3rd Edition

Trade Secrets of a Professional Resume Writer
Susan Britton Whitcomb
ISBN 9781593573119
624p. / Published 2007

\$26.95

This book combines great tips with 50 before-and-after resume transformations to explain the "nuts and bolts" of resume creation. This guide illustrates professional techniques with actual examples that show why they work. This book also includes marketing techniques to make the reader's resume content and design stand out.



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Hunting for a job can be daunting, nerve-racking, and disappointing—especially if it's your first time. Give yourself an edge by consulting this book, packed with expert advice on crafting a concise, stylish resume that will instantly draw notice. This go-to guide has a sample resumes and cover letters to suit every need.



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153 p. / Published 2004

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Offers strong, impressive resumes that lead to the right job. To stand out among the hundreds of job seekers applying for any position, it's vital to have a resume that hits the target every time.

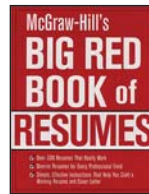


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You've spent years in the workforce learning valuable skills; now it's time to take that experience and embark on a new career. Get an edge on the other job applicants with this unique book, packed with expert advice on crafting a concise, stylish resume that will instantly get you noticed.



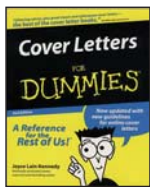
BIG RED BOOK OF RESUMES

The Editors of McGraw-Hill
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384p. / Published 2002

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Whether you are just entering the job market or looking for a new position, the Big Red Book of Resumes will help you write the best resumes to land the coveted interview. Comprehensive yet accessible to job seekers at any level of experience, this volume presents essential information about how to write a successful resume, followed by page after page of sample resumes you can use as models for your own.

COVER LETTERS



COVER LETTERS FOR DUMMIES, 2nd Edition

Joyce Lain Kennedy
ISBN 9780764552243
312p. / Published 2000

Reg. ~~\$18.99~~
Now **\$17.99**

In this book, you'll gain understanding of why you need a cover letter, what the different types of cover letters are, what myths surround them, and how to break out of writer's block. You'll figure out how your letter should look and sound, with tips on language, content, and image. You'll get ideas for writing a dazzling opening line, and you'll work through a checklist to make sure that the best of you lives in your cover letter.

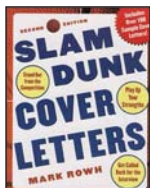


COVER LETTER MAGIC, 3rd Edition

Trade Secrets of Professional Resume Writers
Louise M. Kursmark, Wendy S. Enelow
ISBN 9781593573645
432p. / Published 2007

\$23.95

This book reveals the inside secrets to writing great cover letters—from professional resume and cover letter writers. With step-by-step instructions, this guide helps readers avoid cover letter faux-pas and create phenomenal letters that get attention and land interviews.



SLAM DUNK COVER LETTERS, 2nd Edition

Mark Rowh
ISBN 9780071439015
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This revised and updated edition of Slam Dunk Cover Letters includes more than 100 samples of surefire cover letters for an array of career paths. Written in an upbeat, down-to-earth style, it arms you with priceless information on structure, style, and grammar; letter formats; and best methods of customizing cover letters.



201 KILLER COVER LETTERS (CD-ROM Included)

Sandra Podesta, Andrea Paxton
ISBN 9780071413299
269p. / Published 2003

\$28.95

201 Killer Cover Letters provides job seekers with an unbeatable competitive edge by arming them with surefire sample letters for every job-hunting situation. This edition of the bestselling guide includes the latest job-search techniques, tips for transferring job skills across industries, and ways to use the cover letter to anticipate and overcome "objectionable items or gaps in employment."

INTERVIEWS



JOB INTERVIEWS FOR DUMMIES, 2nd Edition

Joyce Lain Kennedy
ISBN 9780764552250
312p. / Published 2000

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Written for all job seekers – new entrants, midlevel people, very experienced individuals, and technical and non-technical job seekers – this book is packed with the building blocks of show-stopping interviews. These range from strategies and techniques to sample dialogue and research tips.

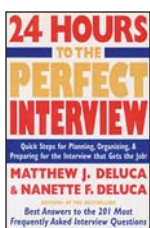


INTERVIEW MAGIC

Susan Britton Whitcomb
ISBN 1593570163
400p. / Published 2005

\$24.95

More than an interview how-to, this "career dictionary" holds A-to-Z secrets from a trusted career coach. Future-proof your career as you learn to provide value to employers, create a memorable career brand, quadruple your interview opportunities, tap into the most overlooked interview "must," demonstrate your ability to do the job, and bottom-line the return-on-investment employers will receive for hiring you.

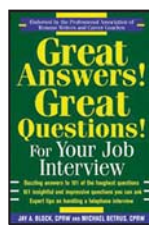


24 HOURS TO THE PERFECT INTERVIEW

Quick Steps for Planning, Organizing & Preparing for the Interview that Gets the Job!
Matthew DeLuca & Nanette DeLuca
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You've landed an interview for your dream job, only they want you there...tomorrow! What to wear? What to bring? What to say? These questions and many more race through your mind as you wonder how you will be able to put everything together. Relax. With the high-speed, low-stress advice in this book, you have plenty of time to get ready, get set, and go win that job!



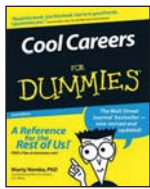
GREAT ANSWERS! GREAT QUESTIONS! FOR YOUR JOB INTERVIEW

Jay Block
ISBN 0071433171
201p. / Published 2004

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Now **\$14.95**

This book prepares you for anything that might come your way during the all-important interview. Whether you're interviewing for an entry-level job or a top-level management position, this thorough guide provides answers for almost any question you can imagine—plus, it arms you with smart questions hiring managers want you to ask.

CAREERS

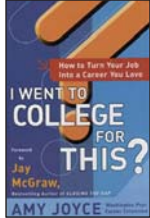


COOL CAREERS FOR DUMMIES, 3rd Edition

Marty Nemko
ISBN 9780470117743
408p. / Published 2007

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Now \$19.95

This book helps you discover what you really want out of life, what your passions are, and how well you perform in different environments, and then shows you how to use this information to find a career that suits you. Now revised and up-to-date, this easy-to-use guidebook helps you explore your job options and make clear-minded decisions.

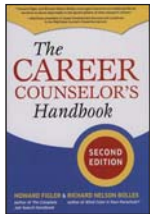


I WENT TO COLLEGE FOR THIS?

How to Transform Entry Level Jobs Into a Career You Love
Amy Joyce
ISBN 9780071400107
224p. / Published 2002

Reg. ~~\$20.95~~
Now \$17.95

There are plenty of good books offering recent college grads advice on how to write the perfect resume and how to ace the interview. Yet, amazingly, until now, there were none that focused on what they should do once they landed the job, or how to use that first, menial position as the springboard to bigger and better things.

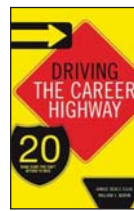


THE CAREER COUNSELOR'S HANDBOOK, 2ND EDITION

Howard Figler, Richard Nelson Bolles
ISBN 1580088708
320p. / Published 2007

\$25.00

With more than sixty-five combined years of experience in the career development field, Howard Figler and Richard Nelson Bolles are the undisputed authorities when it comes to helping people find meaningful work. In this updated second edition of their classic guide for career counselors, Figler and Bolles show aspiring counselors how to break into the business, and give experienced counselors ideas for improving effectiveness and recharging their efforts.

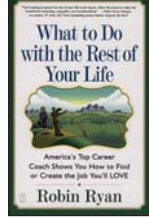


DRIVING THE CAREER HIGHWAY

Janice Reals Ellig, William J. Morin
ISBN 9780785220145
271p. / Published 2007

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Now \$19.95

As leaders of prestigious executive search firms and organizational consulting firms, the authors have decades of experience working with people who failed to see the signs of trouble in their careers - or to read them right. These two experts have distilled the twenty most compelling problems and situations that can cause a person to detour, stall, get lost, or crash and burn on their career highway.



WHAT TO DO WITH THE REST OF YOUR LIFE

How to Find or Create the Job You'll Love
Robin Ryan
ISBN 0743224507
222p. / Published 2002

Reg. ~~\$18.50~~
Now \$12.95

Whether you are caught in a career crisis, or a victim of corporate downsizing, you need the #1 career coach, Robin Ryan. Robin will show you that your perfect career is waiting for you no matter what your age or income. She provides great advice for the millions who feel trapped in their jobs and need a change but also need to maintain their income.



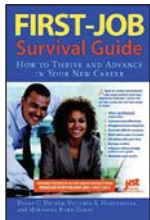
DOWN, BUT NOT OUT

10 Steps for Rebuilding Your Life, Your Career, (& All That Other Stuff)
Barry Minkow
ISBN 9781595550712
240p. / Published 2007

Reg. ~~\$28.00~~
Now \$19.95

What's the first step toward success? Failure. Few people have crashed harder than Barry Minkow - a belly-up business, millions in debt, and a broken marriage, for starters. But Minkow came back. And he did it by using his failures as stepping stones. Now a successful husband, and father, his firsthand knowledge of fraud has restored millions of dollars to duped investors through FBI stings and his own Fraud Discovery Institute.

YOUTH

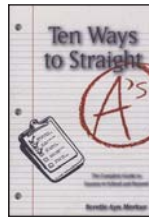


FIRST-JOB SURVIVAL GUIDE

How to Thrive and Advance in Your New Career
Diane C. Decker, Victoria A. Hoevemeyer, Marianne Rowe-Dimas
ISBN 1593572530
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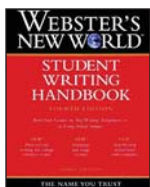


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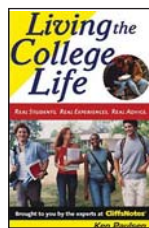


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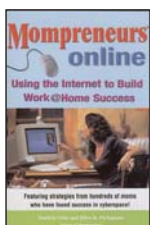


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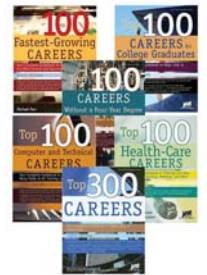
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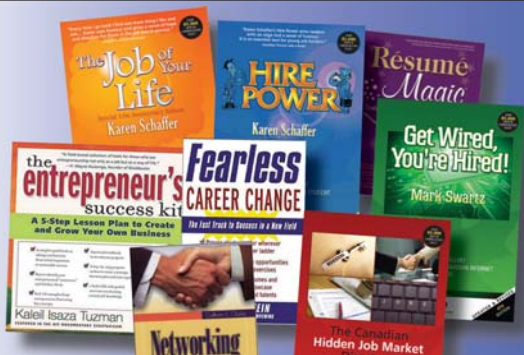
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