

5-1-1992

# Job Search Methods

Maine Bureau of Employment Services

Work/Education Resource Center

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## Recommended Citation

Maine Bureau of Employment Services and Work/Education Resource Center, "Job Search Methods" (1992). *Employment Services Documents*. 93.

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## WORK/EDUCATION RESOURCE CENTER

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### JOB SEARCH METHODS

The WORK/EDUCATION RESOURCE CENTER is a free lending library of over 1500 career-related materials. The materials in the W/ERC are available in many formats, including audio-visual, print and software, and for many age levels, kindergarten through adult.

This specialized list does not include all the materials in the center, but just those coded for a specific subject area. On the following pages, you will find the title numbers and titles for a particular subject. Information on type of material, audience and grade level are also included.

**PLEASE NOTE:** many of the materials can be used with more than one audience or level. The audience code is the primary audience. The level code is usually the lowest level appropriate. Please take these as guidelines. Many materials listed 9-12 would also be appropriate for use with adults.

Print materials may be borrowed for 4 weeks; audio-visual materials for 2 weeks. To borrow materials, please call Monday through Friday, 8 a.m. to 5 p.m. If you wish to visit the W/ERC, please call for an appointment.

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JOB SEARCH METHODS  
TITLES IN THE WORK/EDUCATION RESOURCE CENTER

MAY 1992

Title #	Title	Type	Audience	Level
479	BEGINNING QUICK JOB-HUNTING MAP: A FAST	WORKBOOK	STUDENT	9-12
196	BERNARD HALDANE ASSOCIATES' JOB AND	BOOK	STUDENT	9-12
806	CAREER EXPLORATION: A JOB SEEKER'S GUIDE TO	VIDEOCAS	STUDENT	9-12
776	CAREER STRATEGIES 2: CHANGING POSITIONS IN	VIDEOCAS	STUDENT	9-12
874	COMPLEAT GUIDE TO FINDING JOBS IN	REFERENC	STUDENT	9-12
827	DEVELOPING A PROFESSIONAL VITA OR	BOOK	STUDENT	9-12
298	DON'T USE A RESUME...USE A QUALIFICATIONS BRIEF	BOOK	STUDENT	9-12
296	DYNAMICS OF WORK	BOOK	STUDENT	9-12
288	EMPLOYMENT GUIDE: JOB FINDING TECHNIQUES	BOOK	STUDENT	9-12
584	EMPLOYMENT SURVEY	BOOK	STUDENT	9-12
281	ENTERING THE WORLD OF WORK	BOOK	STUDENT	6-8
283	ENTERING THE WORLD OF WORK: ACTIVITIES	WORKBOOK	STUDENT	6-8
282	ENTERING THE WORLD OF WORK: INSTRUCTOR'S GUIDE	TEACHER	TEACHER	6-8
376	EXPERIENCE: EXPERIENTIAL CURRICULUM FOR THE	CURRICUL	STUDENT	9-12
***	FIND THE JOB YOU	VIDEOCAS	ADULT	ADULT



Title #	Title	Type	Audience	Level
377	WANT...AND GET IT! FINDING A JOB & CAREER PLANNING: A GUIDE FOR	BOOK	STUDENT	9-12
672	FINDING A JOB AND CAREER PLANNING: STUDENT MANUAL	BOOK	STUDENT	9-12
825	FIRED FOR SUCCESS: HOW TO TURN LOSING YOUR JOB	BOOK	ADULT	ADULT
993	FROM SCHOOL TO WORK	BOOK	STUDENT	9-12
311	GET HIRED! 13 WAYS TO GET A JOB	WORKBOOK	STUDENT	9-12
310	GETTING A JOB IN HEALTH CARE	WORKBOOK	STUDENT	9-12
346	GETTING THE JOB YOU REALLY WANT	WORKBOOK	STUDENT	9-12
347	GETTING THE JOB YOU REALLY WANT:	TEACHER		9-12
451	HANDLING DIFFICULT QUESTIONS	VIDEOCAS	STUDENT	9-12
861	HIDDEN JOBS	VIDEOCAS	ADULT	ADULT
366	HIRE LEARNING: SCHOOLING THAT WORKS	BOOK	STUDENT	9-12
365	HIRE LEARNING: SCHOOLING THAT	TEACHER	COUNSELOR	9-12
932	HOW TO CREATE A PICTURE OF YOUR IDEAL JOB OR	WORKBOOK	STUDENT	9-12
391	HOW TO GET AND GET AHEAD ON YOUR FIRST JOB	BOOK	STUDENT	9-12
884	HOW TO GET INTERVIEWS FROM JOB ADS	BOOK	STUDENT	9-12
398	HOW TO HAVE A WINNING JOB INTERVIEW	BOOK	STUDENT	9-12



Title #	Title	Type	Audience	Level
396	HOW TO WRITE A WINNING RESUME	WORKBOOK	STUDENT	9-12
***	I AM ALREADY SUCCESSFUL--INSTRUCTOR'S	TEACHER	COUNSELOR	9-12
***	I AM ALREADY SUCCESSFUL: GETTING MOTIVATED, BEING	BOOK	STUDENT	9-12
924	I NEED A JOB: STRAIGHT TALK ABOUT WORKING	BOOK	STUDENT	9-12
452	IF AT FIRST...HOW TO GET A JOB AND KEEP IT	VIDEOCAS	STUDENT	9-12
923	INFORMATION INTERVIEWING: WHAT IT IS	WORKBOOK	STUDENT	9-12
859	INTERVIEWING WITH CONFIDENCE: COMPLETE	VIDEOCAS	STUDENT	9-12
432	JOB FIND	BOOK	STUDENT	9-12
493	JOB FINDING FAST	WORKBOOK	STUDENT	9-12
431	JOB FINDING FAST: INSTRUCTOR'S GUIDE	TEACHER	TEACHER	9-12
430	JOB HANDBOOK: SUGGESTIONS TO HELP YOU	PAMPHLET	STUDENT	9-12
495	JOB HUNT: STAYING ON TRACK	VIDEOCAS	STUDENT	9-12
429	JOB HUNTER'S GUIDE	BOOK	STUDENT	9-12
428	JOB HUNTER'S GUIDE TO MAINE	BOOK	STUDENT	9-12
***	JOB HUNTING AFTER 50: STRATEGIES FOR SUCCESS	BOOK	ADULT	ADULT
400	JOB INTERVIEW GUIDE	BOOK	STUDENT	9-12
427	JOB INTERVIEW KIT	KIT	STUDENT	9-12



Title #	Title	Type	Audience	Level
496	JOB INTERVIEWS: TIPPING THE ODDS	VIDEOCAS	STUDENT	9-12
940	JOB PLANNING GUIDE	PAMPHLET	STUDENT	9-12
407	JOB SEARCH GUIDE	WORKBOOK	STUDENT	9-12
406	JOB SEARCH LETTERS	PAMPHLET	STUDENT	9-12
883	JOB SEARCH MANUAL FOR MATURE WORKERS	WORKBOOK	ADULT	ADULT
405	JOB SEARCH SURVIVAL MANUAL	PAMPHLET	STUDENT	9-12
412	JOB WORKBOOK INSTRUCTOR'S MANUAL	TEACHER	TEACHER	9-12
411	JOB WORLD WORKBOOK	WORKBOOK	STUDENT	9-12
413	JOB YOU WANT: HOW TO GET IT	WORKBOOK	STUDENT	9-12
399	JOB: HOW TO GO FOR IT	BOOK	STUDENT	9-12
410	JOBS FOR ENGLISH MAJORS AND OTHER SMART PEOPLE	BOOK	STUDENT	9-12
404	JOBSEEKER	BOOK	STUDENT	9-12
3	LIBERAL EDUCATION AND CAREERS TODAY	BOOK	STUDENT	PS
420	LIFE SKILLS: ME & JOBS	WORKBOOK	STUDENT	9-12
425	LOOKING FOR WORK IN THE NEW ECONOMY	BOOK	ADULT	ADULT
2	MARTIN'S MAGIC FORMULA FOR GETTING THE JOB YOU	BOOK	STUDENT	9-12



Title #	Title	Type	Audience	Level
435	MERCHANDISING YOUR JOB TALENTS	PAMPHLET	STUDENT	9-12
928	MIRACLE RESUME	VIDEOCAS	STUDENT	9-12
444	MODIFIED JOB SEARCH TRAINING FOR INDIVIDUALS	CURRICUL	TEACHER	9-12
442	MY JOB APPLICATION FILE	WORKBOOK	STUDENT	9-12
824	OVER 40 AND LOOKING FOR WORK? GUIDE FOR THE	BOOK	ADULT	ADULT
828	PERFECT RESUME FOR THE 90'S	BOOK	STUDENT	9-12
15	PETERSON'S ANNUAL JOB GUIDES	BOOK	COUNSELOR	9-12
852	PLANNING FOR SUCCESS: JOB & LIFE SKILLS SERIES	FILMSTRI	STUDENT	9-12
470	PRE-EMPLOYMENT COMPETENCIES SYSTEM	CURRICUL	TEACHER	9-12
873	PUTTING YOUTH WITH DISABILITIES TO WORK:	CURRICUL	TEACHER	6-8
480	QUICK JOB SEARCH	WORKBOOK	STUDENT	9-12
688	QUICK JOB-HUNTING MAP: ADVANCED VERSION - FAST	WORKBOOK	STUDENT	9-12
829	RESUME CATALOG: 200 DAMN GOOD EXAMPLES	BOOK	STUDENT	9-12
475	RESUME WRITING: PUTTING YOURSELF INTO WORDS	WORKBOOK	STUDENT	9-12
97	RESUMES THAT GET INTERVIEWS: INTERVIEWS	VIDEOCAS	STUDENT	9-12
12	RIGHT PLACE AT THE RIGHT TIME: FINDING A JOB IN	BOOK	TEACHER	9-12
473	RULES FOR PLAYING &	ACTIVITY	STUDENT	9-12



Title #	Title	Type	Audience	Level
822	WINNING THE JOB SALARY SUCCESS: KNOW WHAT YOU'RE WORTH AND	BOOK	STUDENT	9-12
785	SELF DIRECTED JOB SEARCH	VIDEOCAS	STUDENT	9-12
786	SELF DIRECTED JOB SEARCH: HANDOUTS	ACTIVITY	STUDENT	9-12
488	SELF-DIRECTED JOB SEARCH ACTIVITIES: GROUP	WORKSHOP	TEACHER	9-12
746	STUDENT PLANNING GUIDE	WORKBOOK	STUDENT	9-12
922	SWEATY PALMS - THE NEGLECTED ART OF BEING	BOOK	STUDENT	9-12
230	SWEET PICKLES: QUAIL CAN'T DECIDE	BOOK	STUDENT	K-2
678	TEA LEAVES: A NEW LOOK AT RESUMES	PAMPHLET	STUDENT	9-12
489	TEN WEEK JOB CLUB CURRICULUM	WORKSHOP	STUDENT	9-12
935	UNEMPLOYMENT: PLAN OF ACTION	VIDEOCAS	ADULT	ADULT
669	UPS AND DOWNS OF THE JOB SEARCH	KIT	STUDENT	9-12
666	USING THE WANT ADS	WORKBOOK	STUDENT	9-12
998	VIDEO RESUME WRITER	VIDEOCAS	STUDENT	9-12
665	VOLUNTEER JOBS CAN PAY OFF	PAMPHLET	STUDENT	9-12
930	WHAT COLOR IS YOUR PARACHUTE? - 1991	BOOK	ADULT	9-12
715	WHAT COLOR IS YOUR PARACHUTE? 1988	BOOK	STUDENT	9-12



Title #	Title	Type	Audience	Level
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***	WHAT SMART PEOPLE DO WHEN LOSING THEIR JOBS	BOOK	ADULT	ADULT
999	WHERE DO I BEGIN: JOB HUNTING IN MAINE	BOOK	STUDENT	9-12
955	WHERE DO I BEGIN: JOB HUNTING IN MAINE	BOOK	STUDENT	9-12
712	WHO'S HIRING WHO	BOOK	STUDENT	9-12
***	WHY WORK?	VIDEOCAS	ADULT	ADULT
***	WHY WORK? A PROFESSIONAL'S GUIDE TO	VIDEOCAS	COUNSELOR	ADULT
354	WINNING JOB INTERVIEW	VIDEOCAS	STUDENT	9-12
708	WORK BOOK: GETTING THE JOB YOU WANT...	WORKBOOK	STUDENT	9-12
709	WORK BOOK: GETTING THE JOB YOU	TEACHER	TEACHER	9-12
73	WORK IN THE NEW ECONOMY	BOOK	COUNSELOR	ADULT



