

**INTERNSHIP AND CAREER DEVELOPMENT CENTER RESOURCES
AVAILABLE IN UD LIBRARY**

BOOKS

- 1 Guide to Internet Job Searching 2006-2007 /by Margaret Riley Dikel, Frances E. Roehm, McGraw-Hill, ISBN: 0071472169
- 2 A Practical Manual for Job-hunters / by Richard Nelson Bolles, Ten Speed Press, ISBN: 1580087272
- 3 The Unwritten Rules of the Highly Effective Job Search / by Pierson, Orville ; McGraw-Hill, ISBN: 0071464042, 2006.
- 4 How to get the right job : for the Middle East / Saad E. Abbas HF5382 .A23
- 5 The Occupational Outlook Handbook 2006-07/ Bureau of Labor Statistics. US Department of Labor. (Soft Cover); McGraw-Hill. ISBN: 0071472886.
- 6 Career Exploration on the Internet : a Student's Guide to More than 300 Web Sites / by Oakes, Elizabeth, HF5382.7 .S777
- 7 The Standard Occupational Classification (SOC) System Manual/ Bureau of Labor Statistics. US Department of Labor. (Soft Cover)
- 8 The Career Adventure : Your Guide to Personal Assessment, Career Exploration, and Decision Making /by Johnston, Susan M., HF5381 .J57
- 9 The Big Book of JOBS 2007-2008; ; McGraw-Hill & the United States; ISBN 0-07147590-7
- 10 What color is your parachute? : a practical manual for job-hunters and career changers / Richard Bolles, Richard Nelson. HF5382.7 .B64
- 11 The Damn Good Resume Guide: A Crash Course in Resume Writing / by Yana Parker, Ten Speed Press, ISBN: 1580084443
- 12 Professional Resumes for Executives, Managers and Other Administrators: A New gallery of Best Resumes by Professional Resume Writers / David F. Noble; JIST Works. ISBN: 1563704838
- 13 The Guide to Basic Resume Writing / by Public Library Association, McGraw-Hill, ISBN: 0071405917
- 14 The Guide to Basic Cover Letter Writing / by Public Library Association, McGraw-Hill, ISBN: 0071405909
- 15 Power Interviews: Job-Winning Tactics from Fortune 500 Recruiters / By Neil M. Yeager and Lee Hough, John Wiley, ISBN: 0471177881
- 16 Fearless Interviewing: How to Win the Job by Communicating with Confidence / by Marky Stein, McGraw-Hill, ISBN: 0071408843

- 17 How to Interview and be Interviewed / Michele Brown and Gyles Brandreth.
Brown, Michele, 1947- BF637.15 .B76
- 18 Essential Interviewing : a programmed approach to effective communication / David R. Evans
BF637 .E87 2008
- 19 Interpersonal Skills at Work Guirdham, Maureen. HD58.7 G84 1996
- 20 Cross-Cultural Management Communication Mead, Richard R. HD30.3 M45 1990
- 21 Great Jobs for Business Majors /By: Lambert, Stephen; McGraw-Hill,ISBN: 007142508X , 2003.
- 22 Great Jobs for Accounting Majors, 2nd ed./ by Goldberg, Jan; MCGraw-Hill, ISBN: 0071438548,
2005.
- 23 Great Jobs for Computer Science Majors, 2nd Ed./ by Goldberg, Jan; McGraw-Hill, ISBN:
0071390391, 2003.
- 24 IT security interviews exposed: secrets to landing your next information security job / Chris Butler,
TS58.5 .I836
- 25 Succeed On Your Own Terms "Lessons From Top Achievers around the World on Developing
Your Unique Potential"; Herb Greenberg and Patrick Sweeney; McGraw-Hill, ISBN: 007144534X,
2006
- 26 Making Teams Work /by Maginn, Michael; McGraw-Hill, ISBN: 0071435301, 2004.
- 27 Quick Teambuilding Activities for Busy Managers /by Brian Cole Miller; American Management
Association, ISBN: 081447201X, 2003.
- 28 International Business Negotiations/ by Pervez N. Ghauri, Jean-Claude Usunier, eds. Pergamon,
ISBN: 0080442935
- 29 Negotiating Skills for Managers /by Steven Cohen; McGraw-Hill, ISBN: 0071387579
- 30 The Power of Nice : How to Negotiate so Everyone Wins - Especially You! / Ronals M. Shapiro and
Mark Shapiro, Ronald M, HD58.6 .S5 2001
- 31 Fearless Negotiating : the Wish-Want-Walk Method to Reach Solutions that Work / Michael C.
HD58.6 .D658
- 32 The Intern Files: how to get, keep and make the most of your Internship/ Jamie Fedorko; Simon
Spotlight Entertainment, ISBN 1416909214. 2006.
- 33 Getting your ideal internship/ Saleem Assaf, ISBN: 1582075425

VIDEOS

- 1 Coaching on the job [video recording] / Middle East Training ; produced by American Media, Inc.
- 2 Common mistakes people make in interviews [DVD].
- 3 Ten things not to do in an interview [DVD]

- 4 Hiring Secrets : 12 tips to get candidates to reveal their true selves [DVD].
- 5 Hiring Success : A Step-by-Step Guide [DVD].
- 6 Basic Communication Skills: Marketing and Customer Service [DVD].
- 7 Diversity Challenges : what would you do? [DVD].
- 8 Bosses [DVD].
- 9 Communicating at Work: Communication Breakdown [DVD].
- 10 Understanding Leadership Styles [DVD].
- 11 The Power of Motivation : Ten Golden Rules [DVD].
- 12 Skills, techniques and strategies for effective negotiations [DVD] / Patrick Cleary.
- 13 Effective negotiations [DVD].
- 14 Making your team work [DVD].
- 15 Business Ethics and Social Responsibility [DVD].
- 16 Conflict Management: The Art of Making Peace [DVD].
- 17 Understanding Group Dynamics [DVD].
- 18 How to Work with People: Understanding Team Dynamics [DVD].
- 19 Diversity Challenges: What Would You Do? [DVD].

Assessment Tool

- 1 SIGI 3 – Self Assessment Software