

Job Search Overview

- ___ **101 Salary Secrets: How to Negotiate Like a Pro**
- ___ **1500+ Key Words for \$100,000 Jobs**
- ___ **Choose!: The Role that Choice Plays in Shaping Women's Lives**
- ___ **Complete Job Search Handbook**
- ___ **Headhunters Confidential: 125 Insider Tips**
- ___ **Hire Education: What Every College Grad Should Know About Landing that First Job**
- ___ **Job Finder's Guide: The Only Book You Need to Get the Job You Want**
- ___ **Peterson's: Insider's Guide to Finding The Perfect Job**
- ___ **The Job Hunting Guide: Transitioning From College to Career**
- ___ **Women for Hire: The Ultimate Guide to Getting a Job**
- ___ **Greener Pastures: How to Find a Job in Another Place**

Electronic / Internet Job Search

- ___ **Career X Roads: Where Talent and Opportunity Connect on the Internet**
- ___ **Electronic Resumes & Online Networking**
- ___ **Guide to Internet Job Searching**
- ___ **Job Hunting on the Internet**
- ___ **Job Searching Online for Dummies: 2nd Edition**
- ___ **Your 24/7 Online Job Search Guide**

International Job Search

- ___ **Directory of Websites for International Jobs**
- ___ **Great Jobs Abroad**
- ___ **Greater Dallas Chamber: Economic Development Guide**
(formerly the International World Trade Directory)
- ___ **How to Get a Job in Europe**
- ___ **Directory of American Firms Operating in Foreign Countries** *(located in Fondren Library)*

Employer / Company Resources

- ___ **Book of Lists 2006** *(multiple cities available)*
- ___ **Greater Dallas Chamber: Economic Development Guide**
- ___ **Greater Dallas Chamber: Membership Directory**
- ___ **JobBank Chicago**
- ___ **JobBank Dallas-Fort Worth**
- ___ **JobBank New York**
- ___ **JobBank Washington D.C.**
- ___ **Peterson's Job Opportunities in Business** *(2 copies)*
- ___ **Peterson's Top 2,500 Employers**
- ___ **Vault Guide to Top 50 Consulting Firms**
- ___ **Vault Guide to the Top 50 Finance Employers**
- ___ **Vault Guide to Top Finance Firms**
- ___ **Vault Guide to the Top Texas Law Firms**
- ___ **Vault/Inroads Guide to Diversity Internship, Co-op and Entry-Level Programs**
- ___ **Vault/SEO Guide to Investment Bank Diversity Programs**

Resume and Cover Letter

- ___ Adams Cover Letter Almanac
- ___ Best Resumes for College Students and New Graduates
- ___ Complete Resume Job Search Book for College Students: 2nd Edition
- ___ Dynamic Cover Letters
- ___ National Business Employment Weekly: Cover Letters (Wall Street Journal)
- ___ National Business Employment Weekly: Resumes (Wall Street Journal)
- ___ Perfect Phrases for Cover Letters
- ___ Resumes for Business Management Careers with Sample Cover Letters
- ___ Resumes that Knock 'Em Dead
- ___ Stand Out Resume and Cover Letter Creation Kit CD set *

Interview

- ___ 101 Great Answers to the Toughest Interview Questions
- ___ Ace Your Case IV -- The Latest & Greatest : WetFeet Insider Guide
- ___ Delivering a Winning Job Interview: CliffsNotes
- ___ Naked at the Interview
- ___ National Business Employment Weekly: Interviewing (Wall Street Journal)
- ___ Vault Case Interview Practice Guide
- ___ Vault Guide to Finance Interviews
- ___ Robin Ryan's Interview Advantage CD set * (*with book: 60 Seconds and You're Hired*)
- ___ Robin Ryan's Salary Negotiation Strategies CD *

Resources for Practicing Your Interview Skills!

- ___ The Perfect Interview (<http://www.smu.edu/career/perfect.htm>)
- ___ Interactive Interview Readiness Quiz (www.robinryan.com/quiz.htm)
- ___ Mock Interview with BBA Career Counselor (by appointment; call 214-768-1943)

Professional Dress and Appearance

- ___ Business Casual Made Easy
- ___ Casual Power: How to Power Up Your Non-Verbal Communication...
- ___ Complete Idiot's Guide to Successful Dressing
- ___ The New Professional Image: Dress Your Best for Every Business Situation
- ___ Men's Wearhouse "How to Dress for Success for Less" Video *
- ___ Men's Wearhouse "Casual Know-How" Video *

Additional Resources On-Line

- ___ BIC Career Weblink (<http://www.cox.smu.edu/intranet/bic/guides/careers>)
- ___ BIC Computer Database Link (<http://.cox.smu.edu/intranet/bic/databases/dbalpha>)
- ___ Career Center Internet Sites Link (<http://www.smu.edu/career/internet.html>)

* CD's and videos are in the BBA Career Services Office for check-out -- they are NOT in the BIC.

NOTE:

Additional resources are available at the

**SMU HEGI FAMILY CAREER CENTER
Room 200 – Hughes-Trigg Student Center**