

## IT'S YOUR FUTURE!: Job Hunting Resources for Teens

### I. Exploring Careers and Yourself

**Bolles, Richard Nelson.** [\*What Color is Your Parachute?\*](#) (YA 331.11 B638)

One of the best known and most widely used job exploration guides. This "Job-Hunter's Bible" includes chapters on finding the right job for yourself, determining your personality type and hints for the application process.

**Culbreath, Alice N. & Neal, Sandra K.** [\*Testing the Waters: A Teen's Guide to Career Exploration.\*](#) (YA 331.702 C897t)

Created to help high school students prepare for future career and college goals. Includes directories of over 1,200 part time and summer jobs, internships, educational programs and much more.

**Graham, Stedman.** [\*Teen Can Make It Happen: Nine Steps for Success.\*](#) (YA 158.10835 G76t)

This book shows you how to discover the hope and self-confidence you need to lead a productive and healthy life. Filled with relevant examples and practical wisdom, this book will help you realize your possibilities.

**Tieger, Paul & Barron-Tieger, Barbara.** [\*Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type.\*](#) (YA 155.2 T442d)

This career guide shows you how to determine your personality type and then explains which jobs are suited for your type. This book provides specific job search strategies by using workbook exercises and the Internet.

### II. Finding and Applying for That Job

**Career Solutions Training Group.** [\*Quick Skills: How to Find and Apply for A Job: Learner's Guide.\*](#) (YA 650.14 K968)

This book focuses on fundamental skills to enhance your opportunity for career success. Included topics are the "can't miss" resume, clinching success in an interview, how to positively handle rejection, and much more. This book is the perfect reference that you will use time to time.

**Kushner, John A.** [\*How to Find and Apply for A Job.\*](#) (YA 650.14 K968)

This popular handbook addresses the basic stages of job searching, including self-assessment, job prospecting, application letters and forms, job interviews, follow up questions, and job survival skills.

**Pervola, Cindy & Hobgood, Debby.** [\*How to Get a Job If You're A Teenager.\*](#) (YA 650.14 P435h)

A basic job skills guide for teenagers with additional resources including web site for job searches. One teen describes the book as "the most through, step by step book ... It is perfect for any young adult who wants to know how to get a job..."

**Skarilinski, Robert.** [\*Lifeskills for Basic Job Application Mastery Workbook.\*](#) (2 Volumes). (YA 650.142 L626)

This book provides practical, hands-on information on taking the first steps to getting a job, containing samples of applications and instructions on filling them out. This book is great for review or for beginners.

### III. The Resume and Cover Letter.

**Morgan, Dana.** [\*7 Minutes Cover Letters: Build the Perfect Cover Letter One 7-Minute Lesson at A Time.\*](#) (YA 650.14 M821smr)

This book offers a concise, step by step guide to creating a winning cover letter. Included are tips and instructions for choosing the best cover letter style, making a strong first impression, highlighting specific job skills, etc.

**Morgan, Dana.** [\*7 Minutes Resumes: Build the Perfect Resume One 7-Minute Lesson at A Time.\*](#) (YA 650.14 M821sm)

A sure win guide for the beginning resume writers. The lessons are easy to follow for creating the perfect resume. Subjects include: style and format, highlighting job or personal skills, and targeting your resume to the right employer.

**Noble, David F.** [\*Gallery of Best Resumes.\*](#) (Second Edition). (YA 650.14 N665gpw 2000)

The book collects examples of resumes from all career fields to give you an idea of what a finished product might look like. Includes tips on describing your abilities and talents, creating an effective cover letter, and a list of professional resume writers by region.

**Whitcomb, Susan.** [\*Resumes Magic: Trade Secrets of A Professional Resume Writer.\*](#) (YA 650.14 W581r)

Divulging the secrets of better resume writing from an expert, this book is filled with before and after resume examples that not only teach special techniques, but also show why they work.

#### **IV. The Interview.**

**Allen, Jeffrey.** [\*The Complete Q & A Job Interview Book.\*](#) (YA 650.14 AL53c)

This book includes a script you can personalize to prepare for possible questions, tips on separate interviews, computer knowledge you might be asked, and questions you should ask to effectively close the interview.

**Deluca, Matthew.** [\*Best Answers to the 201 Most Frequently Asked Interview Questions.\*](#) (YA 650.14 D388b)

"Why did you leave your last job?" "Where do you see yourself in five years?" The interview is probably one of the most difficult and nerve racking parts of job hunting. This well-organized, easy-to-follow book assists you to pass the dreaded job interview successfully.

**Verukl, Peter.** [\*The 250 Job Interview Questions You'll Most Likely Be Asked.\*](#) (YA 650.14 V618t)

This is a must read for teens who are seeking their very first job. The comprehensive list of basic questions is designed to prepare you for the interview process.

#### **V. Your Future: Job Outlooks and Specific Career Resources.**

**Carter, Carol et al.** [\*Career Toolkit for High School Students: Making the Transition from School to Work.\*](#) (YA 650.140835 C245)

This book focuses on the skills needed for moving from school to work successfully and is tailored for your particular experience and needs as a high school student. This book will help you to build a stronger foundation for a better life.

**Elliot, Jane.** [\*50 Cutting Edge Jobs.\*](#) (YA 331.702 F466)

Technology and the Internet have introduced new job opportunities that did not exist a few years ago. Learn how to get involved in this industry with this fun little book. Take hold of your future now and get on the cutting edge career track.

**Farr, J. Michael.** [\*Enhanced Occupational Outlook Handbook.\*](#) (YA 371.425 F24e)

This book has information on over 7,000 related job titles for the 250 occupations held by 85 % of Americans. This is one of the most widely used and comprehensive career books available. Information on job conditions, work environment, and salary information are included.

**Field, Shelly.** [\*100 Best Careers for the 21st Century.\*](#) (YA 331.702 F458o)

This popular job seeker's guide analyzes labor and economic trends, reviews essential job skills, and provides one hundred detailed job evaluations.