



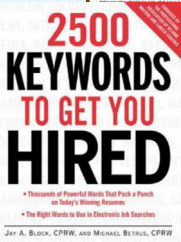
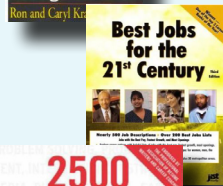
## Resources on Job Hunting and Interviewing Skills

During job hunting, good written introduction and effective interviewing are essential to get hired for the job of your dream. Here are some popular e-resources and audio-visual programmes at our library to help you better prepared for the tasks.



### Job Hunting Guides:

- ① The Job Hunting Guide Transitioning From College to Career / Ron and Caryl Krannich (eBook)
- ② Better Job Search in 3 Easy Steps / Ben T. Field & Paul K. Wright (eBook)
- ③ The Career Portfolio Workbook: Using the Newest Tool in Your Job-hunting Arsenal to Impress Employers and Land a Great Job / Frank Satterthwaite and Gary D'Orsi (eBook)
- ④ Getting the Job You Really Want : A Step-by-step Guide to Finding a Good Job In Less Time / J. Michael Farr (eBook)
- ⑤ 2500 Keywords to Get You Hired / Jay A. Block, Michael Betrus (eBook)
- ⑥ Best jobs for the 21st century / Michael Farr (eBook)
- ⑦ Job Seeking Solutions for Young People (DVD, 27 min.) HF5382.7 .J6237 DVD  
*This program investigates this generation and provides advice on likely career paths and job-seeking skills specific to their needs. Discussed are types of resumes, action plans, and job interviews. Emphasis is placed on developing a digital career portfolio, specific and generic skills, and investigating job opportunities on the internet. An informative, modern approach to job seeking.*
- ⑧ Going Global Career Guides. Hong Kong (eJournal)
- ⑨ It's Your Job: Take Control of Your Career (eLearning Program)  
*This interactive multimedia programme takes a structured and analytical approach to the entire process of job-seeking, from deciding on your career all the way through to accepting a job offer and negotiating your salary. It does this by posing four key questions, and answering them through an eBook, interactive activities and interviews with employers.*



### How to Write Cover Letter and Resume

- ① 15-minute Cover Letter: Write an Effective Cover Letter Right Now / Michael Farr with Louise M. Kursmark (eBook)
- ② 201 Killer Cover Letters / Sandra Podesta, Andrea Paxton (eBook)
- ③ 101 Best Tech Resumes / Jay A. Block, Michael Betrus (eBook)
- ④ 101 Best Ways to Land a Job in Troubled Times / Jay A. Block (eBook)



### Improve Your Interview Skill

- ① Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job / Tony Beshara (eBook)
- ② How to Interview Like a Top MBA: Job-winning Strategies From Headhunters, Fortune 100 Recruiters, and Career Counselors / Shel Leanne (eBook)
- ③ Solid Interview Skills (DVD, 24 min.) HF5549.5.16 S644 DVD  
*Experts and job seekers offer practical first-hand advice for before the interview (plan, prepare, practice!), during the interview (how to be clear and concise), and after the interview (there's more to it than waiting to say 'yes'). Students learn about the many types of interviews, as well as the basics of body language, appropriate attire and answering tips.*
- ④ Answering Interview Questions (DVD, 22 min.) HF5549.5.16 A57 DVD  
*This encouraging program looks at a number of ways you can improve your performance when answering interview questions. It explains how to prepare yourself before the interview, how to anticipate common questions, and how to deal with the more difficult and challenging ones.*
- ⑤ 10 Things Not to Do in An Interview (DVD, 25 min.) HF5549.5.16 A13 DVD  
*This program, presented in an amusing way, explores the 10 things that job seekers must avoid when going for a job interview. The program follows one job seeker and interviewer and covers the range of issues involved in a typical job interview.*
- ⑥ Interviews : Dos and Don'ts (DVD, 23 min.) HF5549.5.16 I582 DVD  
*This program is designed to assist young people in understanding the interview process and ensuring they are well prepared for job interviews. The program follows a young man as he applies for a particular job and then follows a process of preparing for, undertaking, and receiving feedback on that job interview.*
- ⑦ Selling Yourself Successfully (3 DVDs, 73 min.) HF5383 .S44 DVD  
[Disc 1]. The interview (25 min.)  
[Disc 2]. The career portfolio : the job application pack (24 min.)  
[Disc 3]. The application form (24 min.)

