

Guide to Resume Writing Books

All of the books below are carried by Central Library's Education & Job Information Center (EJIC) and many are carried by local branches.
Books with an asterisk () are carried by Central Library's EJIC only.*

Best Basic (Chronological) Resumes

The most common type of resume, chronological resumes list in date order your work experience and education.

- *Complete Idiot's Guide to the Perfect Resume*, 808.066 I
- *How to Say It On Your Resume*, 650.142 K
- **Only Resume & Cover Letter Book You'll Ever Need*, 650.142 O
- *Resumes for Dummies*, 650.14 K

Best Functional Resumes

Functional resumes highlight a job seeker's skills rather than their work experience. Generally used by career changers or those with limited experience.

- *Complete Idiot's Guide to the Perfect Resume*, 808.066 I
- *Ferguson Guide to Resumes and Job-Hunting Skills*, 650.14 H
- *The Perfect Resume*, 650.142 J
- *Resumes for Dummies*, 650.14 K

Best Combination Resumes

Combination resumes blend together a list of your skills with a list of work experience.

- *Complete Idiot's Guide to the Perfect Resume*, 808.066 I
- *Ferguson Guide to Resumes and Job-Hunting Skills*, 650.14 K
- *Resumes for Dummies*, 650.14 K

Curriculum Vitae (CV) Examples

A CV is a longer resume typically used when applying for international, academic, education, scientific or research positions.

- **Academic Job Search Handbook*, 378.12 V
- *Ferguson Guide to Resumes and Job-Hunting Skills*, 650.14 H
- *Resumes for Dummies*, 650.14 K

Electronic Resume Examples

These books will explain how to format a resume for an e-mail or a job Web site.

- *Barron's e-Resumes*, 650.14 C
- *Expert Resumes* series, for various industries (various call #s)
- *No-Nonsense Resumes*, 650.142 E

Action Words or "Key Words" To Include On Your Resume

These books include dictionaries of powerful words to help your resume stand out.

- **Resume Queen's Job Search Thesaurus & Career Guide*, 650.14 M
- *Resumes for Dummies*, 650.14 K
- *Resumes that Knock 'Em Dead*, 650.142 Y

Resumes for Tricky Situations

If you have gaps in your employment dates, irrelevant work experience, or other problems that make writing your resume a challenge, these books will help.

- *How to Say It On Your Resume*, 650.142 K
- *Resumes for Dummies*, 650.14 K
- *Resume Makeover*, 650.142 M

Resume Samples for Specific Careers

- *No-Nonsense Resumes*, 650.142 E
- **Only Resume & Cover Letter Book You'll Ever Need*, 650.142 O
- **Real-Resumes For...* series, for various industries (various call #s)

Books with Cover Letter Examples

- *Expert Resumes* series
- *Ferguson Guide to Resumes and Job-Hunting Skills*, 650.14 H
- **Real-Resumes For...* series
- **Top-Notch Executive Resumes*, 650.142 H