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- The Canadian Hidden Job Market Directory, 7th Ed.
- Get Wired, You're Hired! 4th Ed.
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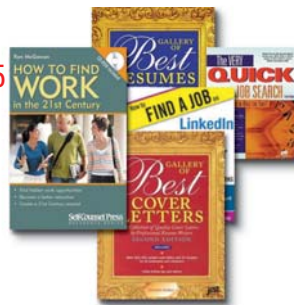
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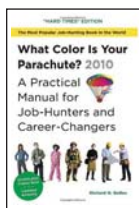
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SELF-ASSESSMENT



What Color Is Your Parachute? 2010
A Practical Manual for Job-Hunters and Career-Changers
Richard N. Bolles / 336 p. / Pub. 2009
ISBN 9781580089876 **\$23.99**

Career guru Richard N. Bolles leads job-hunters to find meaningful work. He asks, *What* skills do you most love to use? *Where* — in what field — would you most love to use them? And *how* do you find such a job without depending on agencies and ads? This book is not only about finding a job in hard times. It's about finding your passion.



What Color Is Your Parachute? For Retirement
Planning Now for the Life You Want
Richard Nelson Bolles, John E. Nelson
ISBN 1580087116 **\$21.50**
288p. / Published 2007

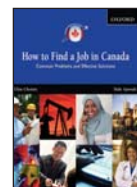
Inspired by the timeless wisdom of *What Color Is Your Parachute?*, this book will help you prepare for the next stage of life, whether you're in your early, mid, or late career or you've already retired. What does retirement mean to you? Do you know what will give you the most fulfillment years down the road? How do you plan for your health and happiness?

JOB SEARCH



The Canadian Hidden Job Market Directory, 7th Ed.
Senior Media Editors / 328 p. / Pub. 2009
ISBN 9781896324326 **\$29.95**

Be there first for the new jobs — before they're even advertised. Increase your odds of getting hired. Leave your competition behind. Learn the techniques that successful job seekers use. And discover the secrets career experts share with their clients!



How to Find a Job in Canada
Common Problems and Effective Solutions
Efim Cheinis, Dale Sproule / 350 p. / Pub. 2008
ISBN 9780195427950 **\$29.95**

As part of the Canadian Newcomer Series available on the first page, this book deals with all aspects of the Canadian job hunt as it relates to newcomers. From résumé writing to Canadian workplace etiquette, the book uses a problem/solution format to answer newcomers' most common questions.



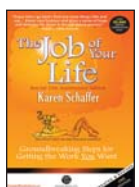
Get Wired, You're Hired! 4th Ed.
The Ultimate Canadian Internet Job Search Guide
Mark Swartz / 296 p. / Pub. 2009
ISBN 9781896324319 **\$29.95**

Net Yourself a New Job with this book! Use it at every stage of your search: For assessing your skills and interests; to explore career options; for research on employers; then to find — and apply for — thousands of advertised postings! This step-by-step guide shows you how to surf for work like a pro.



Job Savvy, 3rd Ed.
How To Be a Success at Work
Laverne L. Ludden / 224 p. / Pub. 2002
ISBN 9781563708961 **Reg. \$19.95**
Now \$14.95

The third edition is a well-researched, step-by-step workbook for job survival and success — a practical guide to workplace readiness designed to develop critical job skills, increase productivity, and improve job satisfaction.



The Job of Your Life, 2nd Ed.
Karen Schaffer / 256 p. / Pub. 2009
ISBN 9781896324371 **\$23.95**

A warm, funny, totally real take on what you really need to be dreaming about to change your career. Author Karen Schaffer suggest radical new ways of thinking about work, jobs, passion, money — and yourself — that will make your process more playful, peaceful and powerful.



The Very Quick Job Search, 3rd Ed.
Get a Better Job in Half the Time!
Michael Farr / 544 p. / Pub. 2004
ISBN 1593570074 **Reg. \$27.95**
Now \$19.95

The Very Quick Job Search is thorough and comprehensive and covers all the essentials of job searching and career planning. This book is results-oriented and includes proven, successful methods to help job seekers quickly get jobs.



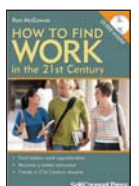
Not For Sale!
Why We Need A New Job Search Mindset
Cathy Keates / 114 p. / Pub. 2008
ISBN 9780981103402 **\$17.95**

Most people think you need to get out there and sell yourself to find new work. Discover why a sales approach to job search can lead to frustration, isolation, and can cause a slow leak in your confidence. Counter this by learning about a new mindset for job searching based on integrity and authenticity.



Hire Me, Inc.: Become the Product Every Employer Dreams About
Roy Blitzer / 272 p. / Pub. 2007
ISBN 9781599180236 **\$24.95**

Your company is *Hire Me, Inc.* — and you are its only product. From packaging to features and benefits to negotiation, Roy J. Blitzer shows you how to present and sell yourself. Use this easy to read, easy to implement method and you'll never approach a job opportunity the same way again.



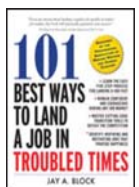
How to Find Work in the 21st Century, 9th Ed. (Cd-Rom Incl.)
Ron McGowan / 216 p. / Pub. 2009
ISBN 9781551808581 **\$22.95**

This book shows both recent graduates and experienced veterans how to find hidden work opportunities, sell themselves effectively to employers, network, and create effective marketing tools beyond the traditional résumé or CV.



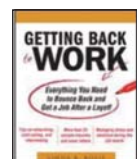
The Complete Book for Perfect Phrases for Successful Job Seekers
Michael Betrus / 544 p. / Pub. 2009
ISBN 9780071485661 **\$24.95**

No matter what stage you're at on the quest for the right job, this book gives you thousands of phrases so you can project the right image, sound professional, and convey your experience in the best light possible. You'll get solid advice and hands-on information.



101 Ways to Land a Job in Troubled Times
Jay Block / 208 p. / Pub. 2010
ISBN 978007166328 **\$18.95**

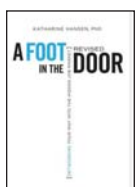
In this book, Jay Block helps you approach your job transition strategically — not as a one-time search, but as a campaign of discovery through which you'll achieve your career objectives. Follow his easy five-step process.



Getting Back to Work
Everything You Need to Bounce Back and Get a Job After a Layoff
Linda Rolie / 288 p. / Pub. 2009
ISBN 9780071638678 **\$19.95**

You can't always control losing your job, but you can control your reaction and the decisions you make afterward. Linda Rolie, an expert in strategic career development with a background as a psychiatric therapist, gives you time-tested tools for finding a new job in today's tough economy.

NETWORKING



A Foot in the Door, 2nd Ed.
Networking Your Way into the Hidden Job Market
Katharine Hansen / 224 p. / Pub. 2008
ISBN 9781580088923 **\$18.95**

This empowering and accessible guide shows career rookies how to get a foot in the door — and then kick it wide open. The revised second edition emphasizes the importance of contemporary social networking, such as discussion groups and forums, online portfolios, and blogging.



How to Find a Job on LinkedIn, Facebook, Twitter, MySpace, and Other Social Networks
Brad Schepp / 256 p. / Pub. 2010
ISBN 9780071621335 **\$23.95**

This book helps you take full advantage of the bounty of opportunities to be found on the most popular sites. Online job-search experts take you step-by-step through the process of joining networks, creating effective online profiles and successfully marketing yourself!

RESUMES & COVER LETTERS



Best Canadian Résumés, 2nd Ed.
130+ Best Canadian-Format Résumés
Sharon Graham / 320 p. / Pub. 2010
ISBN 9781896324432

\$29.95

A one-of-a-kind Canadian resource! This second edition offers updated résumé samples from leading Career strategists. Written by and for Canadians, create a superb résumé that will outshine the competition.



Best Canadian Cover Letters
70+ Best Canadian-Format Cover Letters
Sharon Graham / 128 p. / Pub. 2010
ISBN 9781896324456

\$18.95

Companion to Best Canadian Résumés, Best Canadian Cover Letters is the first of its kind in Canada! This valuable new resource includes 70+ sample cover letters specifically designed and written for the Canadian job seeker. Your cover letter can make or break your new job opportunity — learn how the pros do it!



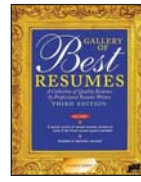
The Quick Resume & Cover Letter Book, 3rd Ed.

Michael Farr / 400 p. / Pub. 2005
ISBN 1593570899

Reg. \$23.95

Now \$19.95

This third edition features 90 all-new sample resumes by professional resume writers for all types of jobs and people, along with the author's helpful critiques for each one. There are sample cover letters and writing help; and lots of timesaving tips and quick advice.



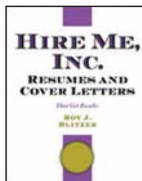
Gallery of Best Resumes, 3rd Ed.

David F. Noble / 424 p. / Pub. 2004
ISBN 1563709856

Reg. \$28.95

Now \$19.95

These one-of-a-kind, eye-catching resumes cover jobs from all occupational groups and at all levels. The samples plus David Noble's resume-writing tips give readers the ability to create their own interview-landing resumes and cover letters.

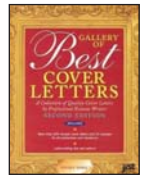


Hire Me, Inc. Resumes and Cover Letters: That Get Results

Roy Blitzer / 280 p. / Pub. 2007
ISBN 9781599180830

\$24.95

Here's the secret to getting your foot in the door for the job of your dreams: Market yourself with your resume and cover letter using the same methods a CEO uses to sell his products. Career expert Roy J. Blitzer shows you how to use these tools to stand out as a top candidate that any organization will jump to hire.



Gallery of Best Cover Letters, 2nd Ed.

David F. Noble / 404 p. / Pub. 2004
ISBN 1563709902

Reg. \$28.95

Now \$19.95

More than 300 letter-perfect cover letter samples! Samples were selected from thousands submitted by professional resume writers! All samples are eye-catching, one-of-a-kind letters that will help readers land more job interviews.

INTERVIEWS

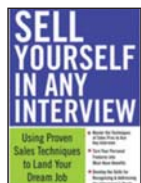


Hire Me, Inc. Interviews: That Get Offers

Roy Blitzer / 288 p. / Pub. 2007
ISBN 9781599180380

\$24.95

In the original *Hire Me, Inc.*, Roy Blitzer showed you how to package yourself as the ultimate product. To land your dream job, take cues from the interviewing experts: the world's best salespeople! After all, isn't an interview actually a sales pitch?



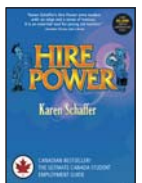
Sell Yourself in Any Interview

Use Proven Sales Techniques to Land Your Dream Job
Oscar Adler / 200 p. / Pub. 2008
ISBN 9780071549097

\$18.95

After forty years of training managers to interview and hire the best employees, Oscar Adler uncovered a common mistake applicants make during the interview process: They focus on themselves when they should be focusing on the interviewer. Behind every question, the interviewer wants to know one thing? What can you do for me?

YOUTH



Hire Power, 2nd Ed.

The Ultimate Canada Student Employment Guide
Sentor Media Editors / 224 p. / Pub. 2009
ISBN 9781896324388

\$24.95

Ready to Job Hunt? Hire Power is for you! All the info students and grads need to get that vital first job is right here at your fingertips in the updated edition of this bestselling book. This popular resource is everything you need to land that right first job!



The Canadian Summer Job Directory, 4th Ed.
Canada's Best Directory for Finding Work in the Summer
Sentor Media Editors / 240 p. / Pub. 2009
ISBN 9781896324333

\$19.95

Looking for a summer job? The Canadian Summer Job Directory has it all! We've provided an extensive list of employers and government programs that offer summer jobs in Canada. Ever considered being a camp counsellor, landscaper or web technician? Find these and other exciting summer positions at your fingertips!

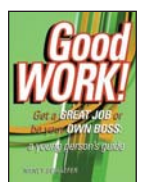


What Color Is Your Parachute? For Teens

Discovering Yourself, Defining Your Future
Richard Nelson Bolles, Carol Christen
176p. / Published 2006
ISBN 1580087132

\$19.50

For the first time, Richard Nelson Bolles presents his career bible's central concepts for teen readers. With simpler, more direct language, the teen 'Parachute' teaches high school and college students to zero in on their favorite skills and then to apply that knowledge to finding their perfect college major or job.



Good Work!

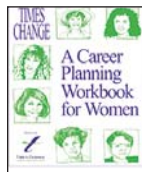
Get a Great Job or Be Your Own Boss: A Young Person's Guide
Nancy Schaefer / 207 p. / Pub. 2005
ISBN 0968784038

\$19.95

Developed with advice from employment and business experts and young people like you, Good Work! is full of tips, dos and don'ts, checklists, and questions and answers. So start here and prove that being young is an advantage.



WOMEN



A Career Planning Workbook for Women

Times Change / 72 p. / Pub. 2008
ISBN 9780968479529

\$30.00

From exploring skills, interests, values and passions to addressing decision-making, the labour market, goal setting and action planning; this workbook has helped thousands of women to make life changing career decisions.



Facilitator's Guide: A Career Planning Workbook for Women

Times Change / 29 p. / Pub. 2000
ISBN 0777894890

\$25.00

Acting as a companion book to A Career Planning Workbook for Women, this guide provides step-by-step information on how to prepare for and facilitate a career planning process with groups of women.



PEOPLE WITH DISABILITIES

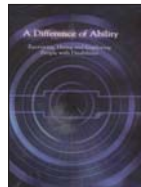


Job Search Handbook for People with Disabilities, 2nd Ed.

Daniel J. Ryan / 274 p. / Pub. 2004
ISBN 9781563709890

\$24.95

This is the second edition of a popular, comprehensive career planning guide that covers the essential job search topics from the perspective of people who have physical or mental disabilities.



A Difference of Ability (HD-DVD)

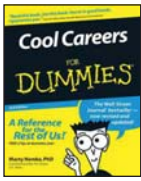
Recruiting, Hiring and Employing People With Disabilities
Robert Burns Productions / Pub. 2000
ISBN 1896324555

\$49.99

Examines the daily challenges people with disabilities face and reveals the reasons why job seekers and employers experience difficulty connecting and how this can change. The ideal training tool for job seekers, employers, and social service agencies. Filmed in HD, this DVD is 100% Canadian Content. A French version is on the DVD menu.



CAREERS



Cool Careers for Dummies, 3rd Ed.

Marty Nemko / 408 p. / Pub. 2007
ISBN 9780470117743

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Helps you discover what you really want out of life, what your passions are, and how well you perform in different environments, and then shows you how to use this information to find a career that suits you. Now revised and up-to-date, this easy-to-use guidebook helps you explore your job options.

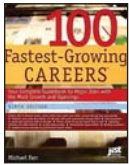


Career Guide for Creative and Unconventional People, 3rd Ed.

Carol Eikleberry / 240 p. / Pub. 2007
ISBN 9781580088411

\$18.99

Now in its third edition, this inspiring guide provides knowledgeable career guidance, real-life success stories, and eye-opening self-evaluation tools to help artistic individuals figure out how to remain different, unconventional, and hard-to-categorize while finding work they love.

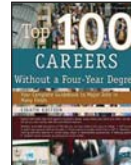


100 Fastest Growing Careers, 9th Ed.

Your Complete Guidebook to Major Jobs with the Most Growth and Openings
Michael Farr / 400 p. / Pub. 2006
ISBN 9781593573171

\$24.95

Readers explore 100 in-demand jobs, including those with the most growth and the most openings. It provides—in alphabetical order—thorough, current, and interesting descriptions of jobs with great opportunity through 2014.

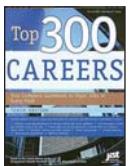


Top 100 Careers Without a Four Year Degree, 8th Ed.

Your Complete Guidebook to Major Jobs in Many Fields
Michael Farr / 384 p. / Pub. 2007
ISBN 9781593573195

\$24.95

In this valuable resource, job seekers, students, career changers, laid-off workers, and others can explore 100 careers that don't require a bachelor's degree, assess which ones match their skills, and get the job they want quickly—with one authoritative resource.



Top 300 Careers, 10th Ed.

Your Complete Guidebook to Major Jobs in Every Field
Michael Farr / 736 p. / Pub. 2006
ISBN 9781593573164

\$26.95

This best-selling book guides readers with a combination of job information and proven job search advice. Adult and dislocated workers can learn about salaries, future growth, outlook, education, and skills required for about 300 jobs; and match their personal skills to these jobs.



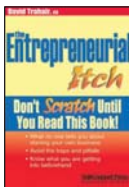
Top 100 Computer & Technical Careers, 3rd Ed.

Your Complete Guidebook to Major Jobs in Many Fields at All Training Levels
Michael Farr / 384 p. / Pub. 2007
ISBN 9781593573201

\$24.95

Explore 100 careers focused on computers and other technologies, assess which ones match your skills, and get the job you want quickly with this authoritative resource. In one time-saving volume, job seekers and students find everything they need to research careers.

SELF-EMPLOYMENT

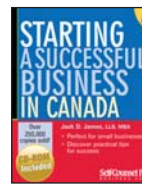


The Entrepreneurial Itch

David Trahair / 176 p. / Pub. 2006
ISBN 9781551807355

\$17.95

In this great book, small-business accountant and author David Trahair lays out in plain language everything that no one else tells you about starting a business. Trahair stresses that it's important for most people to start their business first as a side job.



Starting a Successful Business in Canada

Jack D. James / 200 p. / Pub. 2006
ISBN 9781551807409

\$22.95

This perennial Canadian bestseller (over 250,000 copies sold!) has guided Canadian entrepreneurs to fulfilling their new business dreams since 1973. Everything you need to know about turning your good idea into a profitable business is explored and explained in this informative guide.



The Entrepreneur's Success Kit (Boxed Set)

Kaleil Isaza Tuzman / Pub. 2004
ISBN 0312329458

Reg. \$44.95
Now \$29.95

The first-step-by-step practical guide for current and aspiring entrepreneurs. A complete guidebook on taking your business from initial inspiration to sustainable capital. 2 Audio CDs with guided exercises on attaining critical self-knowledge

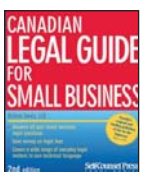


Start & Run a Real Home Based Business

Dan Furman / 220 p. / Pub. 2008
ISBN 9781551808666

\$22.95

With his free-wheeling, entertaining style, serial entrepreneur Dan Furman talks about his past and current business successes (and failures), and brings together 50+ topics essential to home based business owners. Furman shows you exactly what makes a home based business succeed or fail.

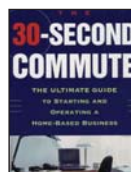


Canadian Legal Guide for Small Business

Nishan Swais / 288 p. / Pub. 2007
ISBN 9781551807980

\$29.95

Most small-business owners are not aware of the legal issues facing them today, in part because lawyers are far beyond their small-business budgets. This comprehensive guide will answer many of their questions, saving them both time and money.



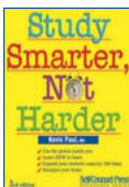
The 30 Second Commute

The Ultimate Guide to Starting and Operating a Home-Based Business
Beverly Williams / 288p. / Pub. 2004
ISBN 9780071424066

Reg. \$24.95
Now \$19.95

Every vital business and personal issue is covered—how to choose the right business, strategies for overcoming lifestyle and family issues, tips for making the business successful, and more. family issues, tips for making the business successful, and more.

EDUCATION

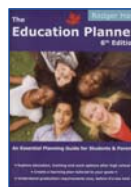


Study Smarter, Not Harder, 3rd Ed.

Kevin Paul / 232 p. / Pub. 2009
ISBN 9781551808499

\$22.95

This positive guide is ideal for everyone - whether you are a student aiming to get into a post-secondary institution or a graduate program (or to pass your next exam) or a businessperson aiming at different or higher career goals by upgrading or learning new skills.



The Education Planner, 6th Ed.

An Essential Planning Guide for Students & Parents
Rodger Harp / 40 p. / Pub. 2008
ISBN 9781894422482

\$6.95

Get the most out of your high school years and look ahead to postsecondary options in this small workbook with big results! This book has the latest postsecondary program requirements, and lists the required and recommended prerequisite high school courses.

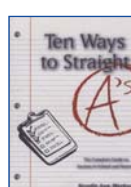


Guide to Professional Programs in Canada, 2nd Ed.

Admission, Application and General Info on the Top Professional Programs in Canada
Sentor Media Editors / 216 p. / Pub. 2008
ISBN 9781896324357

\$34.95

Contains valuable information on post-secondary professional programs in Canada, from Architecture to Veterinary Medicine. This must-have resource will save you time and money in preparing for your professional education. Ideally suited for students, libraries, and career counsellors at secondary schools, colleges, and universities!



Ten Ways to Straight A's

The Complete Guide to Success in School and Beyond
Sorelle Ayn Merkur / 192 p. / Pub. 2009
ISBN 1896324363

Reg. \$19.95
Now \$14.95

An essential book for anybody striving to achieve school success! Learn: how to prepare for class; the importance of note taking; effective essay preparation and writing; everything you need to know about exams; and more!

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- Best Canadian Cover Letters
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Quick Job Search Set – 3 Books

- Very Quick Job Search, 3rd Ed.
- Gallery of Best Cover Letters, 2nd Ed.
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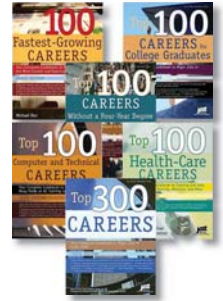
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