

## Career related information in the NWU Libraries

### Careers & Career development – the latest information at the NWU Libraries

Title	Author	Shelf Number	Library
Advancing women's careers : research and practice (2002)		331.4 ADV	Ferdinand Postma Library
An introduction to journalism : essential techniques and background knowledge (2002)	Rudin, Richard	070.4 RUD	Ferdinand Postma Library
Becoming a helper (2007)	Corey, Marianne Schneider, 1942-	361.0023 COR	Ferdinand Postma Library
Career choice in management and entrepreneurship : a research companion (2007)		658.0023 CAR	Ferdinand Postma Library
Career distinction : stand out by building your brand (2007)	Arruda, William, 1961-	650.14 ARR	Ferdinand Postma Library
Career management & work-life integration : using self-assessment to navigate contemporary careers (2007)	Harrington, Brad	650.1 HAR	Ferdinand Postma Library
Career opportunities in the publishing industry (2005)	Yager, Fred, 1946-	R070.5 YAG	Vaal Triangle Campus Library
Career options [electronic resource] (2007)		CD07/450	Educ Sc Library
Career planning in the 21st century : strategies for inventing a successful career in a workplace without jobs (2006)	Coetzee, Melinde	650.14 COE	Ferdinand Postma Library Vaal Triangle Campus Library
Career portfolio : career choice & career planning (2006)	Beekman, Litha	371.425 BEE	Educ Sc Library
Careers & jobs in travel and tourism (2004)	Collins, Verité Reily	338.4791 COL	Mafikeng Main Library
Careers : an organisational perspective (2006)	Schreuder, A. M. G. (Andries Magiel Gert)	158.7 SCH  658.3124 SCH	Ferdinand Postma Library Vaal Triangle Campus Library NWB Mafikeng Main Library
Careers for caring people & other sensitive types (2003)	Paradis, Adrian A	362.023 PAR	Mafikeng Main Library
Careers in education (2004)	Reiman, Alan	370.2373 REI	Educ Sc Libr
Careers in psychology : opportunities in a changing world (2007)	Kuther, Tara L	150.23 KUT	Mafikeng Main Library
Careers of university graduates : views and experiences in comparative perspectives (2007)		331.114 CAR	Educ Sc Libr
Careers SA 2006 : the need to know (2006)	editor, Lynette Dicey	331.7020968 CAR	Ferdinand Postma Library Vaal Triangle Campus Library
Careers unlimited for graduates (2001)		R371.425 CAR	Ferdinand Postma Library
Computer programmer (2003)	Bonnice, Sherry, 1956-	005.1023 BON	Educ Sc Library
Counselling in careers guidance (2001)	Jayasinghe, Migel, 1936-	158.6 JAY	Ferdinand Postma Library
Discovering hospitality and tourism : the world's greatest industry (2008)	Ninemeier, Jack D	338.4791 NIN	Ferdinand Postma Library
Encyclopedia of career development (2007)		R331.70203 ENC	Educ Sc Library
Engineering occupations [DVD] (2003)		DVD08/119	NWB
Facing the future : youth empowerment for life and career	Malan, Francine	371.425 MAL	Ferdinand Postma Library

pathing : a guide for careers practitioners, intern psychologists, counsellors, teachers, lecturers and facilitators (2006)			
Graduate programs in business, education, health, information studies, law & social work (2004)		R 378.155 GRA	Mafikeng Main Library
Infinite career options (2007)	Gwiji, Bafikile	371.425 GWI	Educ Sc Libr Mafikeng Main Library Ferdinand Postma Library
Introduction to social work and social welfare : empowering people (2008)	Zastrow, Charles	362 ZAS	Ferdinand Postma Library
Managing careers : theory and practice (2004)	Baruch, Yehuda	650.1 BAR	Ferdinand Postma Library
Monster careers : networking : make the connections that make your career (2006)	Taylor, Jeff, 1960-	658.044 TAY	Ferdinand Postma Library
Professionalism : the third logic (2001)	Freidson, Eliot, 1923-	305.553 FRE	Ferdinand Postma Library
Psychologist (2003)	Brinkerhoff, Shirley	150.23 BRI	Educ Sc Library
Putting your talent to work [electronic resource] : identifying, cultivating, and marketing your natural talents (1996)	Capacchione, Lucia	E-Book Online	ONLINE
Real jobs, real people (2005)	Bosch, Sarah-Jane	331.7020968 BOS	Ferdinand Postma Library
Saving the earth as a career : advice on becoming a conservation professional (2007)	Hunter, Malcolm L	333.72 HUN	Ferdinand Postma Library
Smart women and small business : how to make the leap from corporate careers to the right small enterprise (2006)	Wilmerding, Ginny, 1969-	658.11 WIL	Ferdinand Postma Library
Social work in social change [electronic resource] : the profession and education of social workers in South Africa (2008)	Earle, Nicci	E-Book Online	ONLINE
Studying engineering : a road map to a rewarding career (2006)	Steyn, Tobia.	620.0023 STE	NWB
Successful research careers (2004)	Delamont, Sara, 1947-	300.72 DEL	Mafikeng Main Library
Test your personality (2000)	Crozier, Gene	153.94 CRO	Vaal Triangle Campus Library
The A-Z of careers : the South African career encyclopedia 2008 : incorporating a section on planning my future (2008)		331.702 ATO	Educ Libr
The career change handbook : how to find out what you're good at and enjoy - and get someone to pay you for it (2005)	Green, Graham	650.14 GRE	Mafikeng Main Library
The results-driven manager : managing yourself for the career you want : a timesaving guide (2004)		658.409 RES	Ferdinand Postma Library Vaal Triangle Campus Library
The Times A-Z of careers & jobs (2004)		R 331.7020941 TIM R371.425 KRE	Mafikeng Main Library Vaal Triangle Campus Library
Understanding careers : the metaphors of working lives (2007)	Inkson, Kerr.	306.36 INK	Mafikeng Main Library
Using assessment results for career development (2006)	Osborn, Debra S., 1968-	371.425 OSB	Ferdinand Postma Library Educ Sc Library
Water@work : a career guide (2004)	Mitchell, Steve, Dr	331.7020968 MIT	Ferdinand Postma Library

Work careers : a developmental perspective (2002)		331.702 WOR	Ferdinand Postma Library
<b>Job Hunting - The latest NWU library resources</b>			
<b>Title</b>	<b>Author</b>	<b>Shelf Number</b>	<b>Library</b>
Career portfolio : career choice & career planning (2005)	Beekman, Litha.	371.425 BEE	Educ Sc Library
How to succeed in psychometric tests (2007)	Cohen, David, 1946-	152.8 COH	Educ Sc Library
It's your career : take control! (2004)	Beck, Catherine B.	650.14 BEC	Mafikeng Main Library
Job hunting in a week (2002)	Catt, Hilton	650.14 CAT	Vaal Triangle Campus Library
Job search (2005)	Lock, Robert D., 1930-	650.14 LOC.	Mafikeng Main Library
Landing your dream (2006)	Farr, J. Michael.	650.14 FAR	Mafikeng Main Library
Selecting your employer : a guide to the informed pursuit of the best career for you (2002)	Bing, Gordon	650.14 BIN	Vaal Triangle Campus Library
The \$100,000+ career : the power of networking for executive job change (2006)	Davies, John, 1957-	658.409 DAV	Ferdinand Postma Library
The business of becoming employed : a guide for South African job seekers (2001)	McLintock-Rudnick, Colleen	650.14 MAC	Vaal Triangle Campus Library
Where's my oasis? : the essential handbook for everyone wanting that perfect job (2004)	Manahan, Rowan	650.14 MAN	NWB
Your career : how to make it happen (2003)	Levitt, Julie Griffin, 1943-	650.14 LEV	Mafikeng Main Library
<b>Your Curriculum Vitae - The latest NWU library resources</b>			
<b>Title</b>	<b>Author</b>	<b>Shelf Number</b>	<b>Library</b>
Beyond the resume : a comprehensive guide to making the right impression through e-mail, cover letters, resumes, and pre-interviews (2006)	Gray, Peter (Peter Lawrence)	650.14 GRA	Educ Sc Library Mafikeng Main Library
CV writer [electronic resource] (1996)		LS2005/055	Educ Sc Library
Developing workplace skills : how to get your first job and keep it (2000)	Coleman, Lynn, 1971-	650.14 COL	Ferdinand Postma Library Vaal Triangle Campus Library
Encyclopedia of job-winning resumes (2006)	Fournier, Myra, 1947-	R650.142 FOU R 650.14 FOU	Educ Sc Library Mafikeng Main Library
eResumes : everything you need to know about using electronic resumes to tap into today's job market (2002)	Whitcomb, Susan Britton, 1957-	650.14202854678 WHI	Ferdinand Postma Library Mafikeng Main Library
How to write a successful CV (2001)	Joubert, Danie	650.14 JOU	Ferdinand Postma Library, Vaal Triangle Campus Library
How to write your first C.V. (2001)	Stoyell, Susan	650.142 STO 658.14 STO	Vaal Triangle Campus Library Mafikeng Main Library
Killer CVs & hidden approaches : give yourself an unfair advantage in the job market (2001)	Perkins, Graham	650.14 PER	Vaal Triangle Campus Library
No-nonsense resumes : the essential guide to creating attention-grabbing resumes that get interviews & job offers (2006)	Enelow, Wendy S	650.142 ENE	Educ Sc Library
Perfect CVs in 90 minutes : the ultimate guide to marketing yourself (2005)	Thaxton, Frank	650.142 THA	Ferdinand Postma Library
The right way to write your own CV (2001)	Clarke, John, 1940-	650.14 CLA	Vaal Triangle Campus Library

The ultimate CV for managers & professionals : win senior managerial positions with an outstanding CV (2000)	Bishop-Firth, Rachel	650.14 BIS	Vaal Triangle Campus Library
Why you? : CV messages to win jobs (2007)	Lees, John, 1958-	650.142 LEE	Ferdinand Postma Library Mafikeng Main Library
Write your own CV (2000)	Flood, Patrick, 1968-	650.14 FLO R650.14 FLO	Educ Sc Library Ferdinand Postma Library
<b>Interviews - The latest NWU library resources</b>			
<b>Title</b>	<b>Author</b>	<b>Shelf Number</b>	<b>Library</b>
24 hours to the perfect interview : quick steps for planning, organizing and preparing for the interview that gets the job (2004)	DeLuca, Matthew J	650.14 DEL	Mafikeng Main Library
Adams job interview almanac (2005)		650.144 ADA	Ferdinand Postma Library
Great answers to tough interview questions (2005)	Yate, Martin John	650.144 YAT	Mafikeng Main Library
High-impact interview questions : 701 behavior-based questions to find the right person for every job (2006)	Hoevermeyer, Victoria A	658.31124 HOE	Ferdinand Postma Library
How to interview like a top MBA : job-winning strategies from headhunters, Fortune 100 recruiters, and career counsellors (2004)	Leanne, Shelly	650.144 LEA	Mafikeng Main Library
Interviewing for success (2004)	Bell, Arthur H. (Arthur Henry), 1946-	650.14 BEL	Ferdinand Postma Library
Interviewing skills (2003)	Edwards, Liz	650.13 EDW	Ferdinand Postma Library
Knockout interview answers : high-performance techniques to clinch your dream job (2005)	Langdon, Ken	650.14 LAN	Mafikeng Main Library
Pass that interview : your systematic guide to coming out on top (2005)	Johnstone, Judith	650.14 JOH	Mafikeng Main Library
Successful interviews every time (2004)	Yeung, Rob	658.31124 YEU	Ferdinand Postma Library
The complete Q & A job interview book (2004)	Allen, Jeffrey G., 1943-	650.144 ALL	Mafikeng Main Library
The ultimate interview book : make a great impression and get that job (2005)	Williams, Lynn, 1955 Jan. 15-	650.144 WIL	Mafikeng Main Library
Winning at job interviews (2003)	Popovich, Igor S., 1962-	650.14 POP	Mafikeng Main Library
Winning job interviews : reduce interview anxiety, outprepare the other candidates, land the job you love (2005)	Powers, Paul, Dr	650.144 POW	Educ Sc Library Mafikeng Main Library
Your first interview : for students and anyone preparing to enter today's tough job market (2002)	Fry, Ronald W	650.14 FRY	Mafikeng Main Library