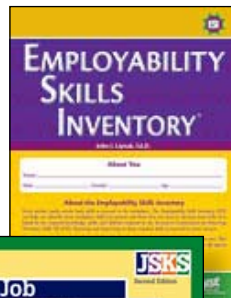


Employability/Job Seeking

New! Employability Skills Inventory

Students enrolled in business and marketing programs need to exemplify "ready-to-work" behaviors. This simple, easy-to-use inventory provides a fast and interesting way to obtain insight into your students' readiness and, perhaps more importantly, it provides the basis for classroom discussions about work. Package of 25. ©2009. Recommended: HS/PS
MSC-09-030-4...\$34.95 (Member: \$33.20)



Revised! Job Search Knowledge Scale, 2nd Edition (pkg of 25)

Provides a quick, easy-to-use-and-interpret way to measure job search knowledge in five areas. The results indicate in which topics test takers need more information and instruction in order to be more effective on their job search. ©2009. Recommended: HS/AD

MSC-09-020-4...\$42.95 (Member: \$40.80)

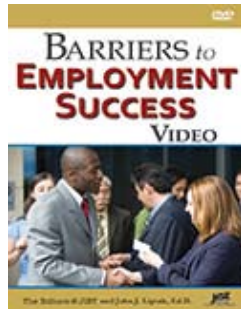


DVDs

New! Barriers to Employment Success

Takes viewers through the five categories of barriers that often stand between individuals and employment success. This program also helps viewers develop the attitudes, resources, and know-how to meet their needs, analyze their options, and take action. ©2009. Length: 51. Recommended: HS/PS

DVD-09-180-4...\$149.00 (Member: \$141.55)



New! How I Started My Career

When Alex graduated from high school, he had two goals. He wanted to get a good paying job as quickly as possible so he could be on his own and he wanted to work in a green industry. This is the story of how Alex moves toward his goals as he searches for his first full-time job and faces the challenges of the first six months at Zephyr Industries, a wind technology company. Good m/f and ethnic representation. ©2010. Length: 40. Recommended: HS/PS. Rated: ★★★★★☆

DVD-10-001-4...\$169.00 (Member: \$160.55)

New! Transition to Work and Self-Sufficiency: DVD Series

Throughout this six-part DVD series, viewers follow four people from varied walks of life as each person faces different job search challenges and barriers. By the time viewers finish this series, they'll have the confidence and the knowledge to find their place in the world of work. ©2009. Length: 25. Recommended: HS/PS/AD

DVD-09-015-4...\$695.00 (Member: \$660.25)



New! Job Seeker's Toolkit [DVD/ Title 3 of 6]

DVD-09-018-4...\$129.00 (Member: \$122.55)

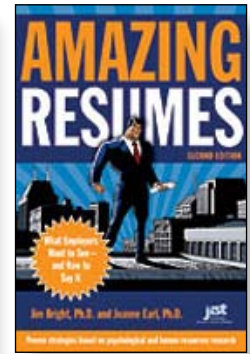
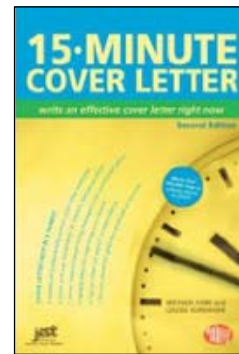
New! The Job Interview [DVD/ Title 5 of 6]

DVD-09-020-4...\$129.00 (Member: \$122.55)

New! The Job Search [DVD/ Title 4 of 6]

DVD-09-019-4...\$129.00 (Member: \$122.55)

Reference Books



Revised! 15-Minute Cover Letter, 2nd Edition

Dozens of professionally written cover letter samples and step-by-step guidance to empower them to create attention-getting letters of their own. ©2009. Recommended: HS/PS/AD

RB-09-078-4...\$9.95 (Member: \$8.95)

Revised! Amazing Resumes, 2nd Edition

This new edition of international best seller Amazing Resumes unveils what makes employers hire people and offers tips for building resumes that drive job search success. ©2009. Recommended: HS/PS/AD

RB-09-109-4...\$12.95 (Member: \$12.30)

New! Career Skills Library: Finding a Job

[Hardcover] Finding a Job gives readers the tools, resources, and information they need to land their dream job. Readers will learn how to research career options, match their personality with careers, network, write cover letters and résumés, perform well on interviews, and much more. New to this edition are true-or-false quizzes in every chapter and an up-to-date appendix of helpful Web sites. ©2010. Length: 224. Recommended: MS/HS

RB-10-010-4...\$25.95 (Member: \$24.65)

Revised! Cover Letter Magic: Trade Secrets of Professional Resume Writers, 4th Edition

Professional resume and cover letter writers reveal their secrets for creating phenomenal cover letters that get attention and land interviews. Features more than 130 sample cover letters written for all types of job seekers, including the before-and-after transformations that can make boring letters fabulous. ©2009. Length: 448. Recommended: HS/PS/AD

RB-09-138-4...\$18.95 (Member: \$18.00)

Revised! Creating Your High School Portfolio, 3rd Edition

Worksheets and activities take students through self-assessment, education and career planning, and portfolio development (including electronic portfolios). ©2009. Length: 160. Recommended: HS

RB-09-070-4...\$11.95 (Member: \$11.35)

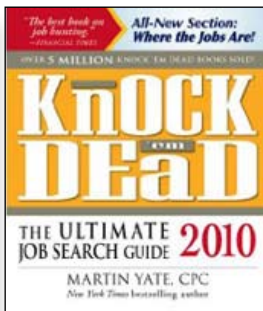
Revised! Creating Your High School Portfolio Instructor's Guide CD-ROM, 3rd Edition

CD-ROM Supports the use of the "Creating Your High School Portfolio" Workbook in the classroom. More than 80 practical activities integrate material in the workbook. ©2009. Recommended: HS

RB-09-071-4...\$19.95 (Member: \$18.95)

Employability/Job Seeking

Reference Books (Continued)



New! Creating Your High School Resume, 3rd Edition

[Workbook] So much of one's personal success depends on being aware of one's strengths and being prepared to use them in an appropriate way. Using this book as a reference guide for interview preparation, resume development, cover letter writing, and networking will help students position themselves for success in the college admissions process and in the workplace. ©2009. Length: 150. Recommended: HS

RB-09-069-4...\$11.95 (Member: \$11.35)

New! Creating Your High School Resume Instructor's Guide CD-ROM, 3E

CD-ROM: Supports the use of the "Creating Your High School Resume" Workbook in the classroom. More than 80 practical activities, chapter objectives, presentation suggestions, group and individual activities, homework options, discussion/quiz questions, and quick quizzes/answer keys make using the workbook easy in any course. Includes more than 30 PowerPoint slides. ©2009. Recommended: HS

RB-09-072-4...\$19.95 (Member: \$18.85)

Revised! Gallery of Best Resumes for People Without a Four-Year Degree, 4th Edition

A showcase collection of nearly 200 outstanding sample resumes and 12 cover letters representing the very best creations of professional resume writers. These one-of-a-kind, eye-catching resumes cover jobs from all occupational groups and at all levels and are targeted specifically to jobs that do not require a four-year college degree. ©2009. Length: 423. Recommended: HS+/PS/AD

RB-09-113-4...\$18.95 (Member: \$17.95)

Revised! Knock 'em Dead 2010: The Ultimate Job Search Guide

In the latest edition of this classic guide, Martin Yate paves the way with his proven advice on everything from crafting resumes with keywords and leveraging social networking to the latest thinking on interview skills. Featuring a new section, "Where the Jobs Are," Yate delves into the hottest fields such as education, engineering, and health care, and supplies info on the top job titles, and tips on how to land positions in those fields. ©2009. Length: 384. Recommended: HS/PS/AD

RB-09-165-4...\$15.95 (Member: \$15.15)

Overcoming Barriers to Employment Success

Takes the five major categories of barriers identified by the BESI and provides time-tested and practical strategies to overcome them. ©2009. Length: 80. Recommended: HS/PS/AD

RB-09-079-4...\$11.95 (Member: \$11.35)

New! Tell Me About Yourself

This innovative guidebook unveils how to use the incredible power of storytelling for career advancement. Echoing the most commonly asked job interview question, this book shows readers how to answer that question—and all others—in a way that conveys a true sense of who they are and what value they offer the employer. ©2009. Recommended: HS/PS/AD

RB-09-145-4...\$14.95 (Member: \$14.20)

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**Search topic=
Employability, Job Seeking**

Reference Books (Continued)

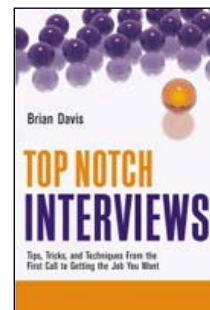
New! Top Notch Interviews

Teaches job seekers at any level, from all industries and professions, the author's proven technique to increase interview success. ©2010.

Length: 224. Recommended: HS/PS

RB-10-003-4...\$13.99

(Member: \$13.30)



PowerPoints by CEV

These products are produced by CEV Multimedia and have not been reviewed by MBAResearch. Your satisfaction is guaranteed with ALL products purchased from MBAResearch. Additional, professionally produced PowerPoint presentations are listed with individual LAP modules.

Cover Letters and Resumes

This presentation shows students that creating a résumé and cover letter does not have to be intimidating, while still stressing the importance of these two documents. Proper formatting is also discussed and students will identify the steps needed to create these vital documents. ©2009. Length: 30. Recommended: HS

PPT-09-027-4...\$69.00 (Member: \$65.55)



Employee Benefits

Insight into the different kinds of benefits an employee should expect such as insurance, discounts, reimbursement, and assistance. Students will also learn what documents are involved with each benefit as well as the different

classification levels of them. ©2009. Length: 46.

Recommended: HS

PPT-09-069-4...\$59.00 (Member: \$56.05)

Financial Certification and Requirements

Types of financial certification including charters, tests, and exams necessary for many financial positions. Students will also learn why individuals are interested in pursuing them and whom each type of certification pertains to. ©2009. Length: 47. Recommended: HS

PPT-09-068-4...\$59.00 (Member: \$56.05)

