

Northland College Career Education Center

Patti Fenner-Leino

Director of Career Education and Retention
Ponzio Campus Center 2nd floor 225
715-682-1230
careers@northland.edu

Stacy Craig

Coordinator of Applied Learning
Ponzio Campus Center 2nd floor 203
715-682-1232
internships@northland.edu

Career Education Center Lending Library

The Career Education Center Lending Library is a free resource for students to use for many of their career-related needs. Several books and handouts are available for check-out, that can be extremely helpful throughout your undergraduate time at Northland. From “How to Write a Knockout Cover Letter” to “What happens next to pursue my Dream Job?” are only a few examples of the diverse resources available for you.



Monday-Friday 9:00am-4:30pm

2nd Floor of the Ponzio Campus Center

8:00am - 4:30 pm



For more information:

 [Northland.edu/career-resources](https://www.facebook.com/northland.edu/career-resources)
 [Northland College Career Education Center](https://www.linkedin.com/company/northland-college-career-education-center)

Available Literature

Resume/ Professional Letters

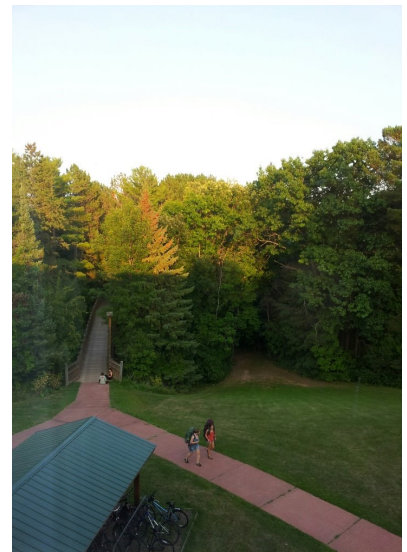
Designing the Perfect Resume
Knock 'Em Dead Resumes
The Federal Resume Guidebook
Knock 'Em Dead Cover Letters
How to Write a Winning Personal Statement for Graduate and Professional School

Job Search Strategies

Job Hunting For Dummies
Ten Steps to a Federal Job
Knock 'Em Dead The ultimate Job Search Guide 2010
Knock 'Em Dead 2002
Occupational Outlook Handbook
Jobs Rated Almanac
Guerrilla Marketing for Job Hunters
No One Is Unemployable
No One Will Hire Me!
How to Get Any Job with Any Major
Play to Win
60 Seconds and you're hired!
How to Succeed In Your First Job
Johnny Bunko the Last Career Guide You'll ever need
Good Works
The Job Seekers Guide to Socially Responsible Companies
The Internships Series – for the Common Good: Internships with Community and Social Service agencies
The Internships Series-Mid Western regional Edition
The Internships Series-Mid Western Regional Edition
The Internships Series-The Big Green Internship Book Internships and Summers Jobs for The Environment
The Internships Series- Internships with community and social service agencies 2009

All About Interviewing

The Everything Practicing Interview book
101 Great Answers to the Toughest Interview Questions
Barnes and Noble Basics- Understanding your Job Interview
Vault guide to Schmoozing
Can I wear my Nose Ring to my Interview?



What to do with my Major

Introduction to Careers in Health, Physical Education, and Sports
2000 Guide to Undergraduate and Graduate Education in Urban and Regional Planning
2002 Conservation Directory
The Non-Profit Career Guide
The Idealist Guide to Non-profit Careers for the first-time Job Seekers
Great Jobs for Liberal Arts Majors
Great Jobs for Biology Majors
Careers for courageous People and other adventurous people
Careers for Caring People and Other sensitive Types
Careers for Plant Lovers and Other Green Thumb Types
Careers for Good Samaritans and Other Humanitarian types
Careers for Born Leaders and Other Decisive types
Careers in International Affairs
A Guide to Religious Ministries
Careers for People on the Move and other Road Warriors
Carriers for Environmental types and Others who Respect the Earth
Careers for Nature Lovers and Other outdoor Types

Advice for Veterans

Federal benefits for Veterans, Dependents and Survivors
Good Jobs For veterans
Reserve Education Assistance Program
The Montgomery GI Bill-Selected Service
Wisconsin Veterans Benefits Guide
Federal Benefits for Veterans

Living and Working Overseas

The Big Guide to Living and Working Overseas
The International MBA students Guide to the U.S Job
Directory of jobs & careers Abroad
What Color is Your Parachute
Peace Corps- The Great Adventure
A Life Inspired
Semester at Sea- A voyage of Discover

Green Careers

The Guide to Graduate Environmental Programs
Green Jobs
Careers in Renewable Energy
Idiots Guide to Green Careers
The next Sustainability Wave
Green Careers for Dummies
The Eco- Guide to Careers that Make a Difference
Environmental Careers in the 21st century
Green Volunteers
Earth Work
Great Jobs for environmental studies majors
Green collar jobs



Search

Graduate/ Professional School

Graduate Programs in Social Sciences 2004

Best Graduate Schools 2012 edition Graduate Schools in the U.S
Graduate

Graduate Admissions Essays

GRE Biology Test

The Ultimate Math Refresher

MCAT

Pharmacy College Admission Test

1999 The Business Information Resources

MBA Programs

ABA LSAC Official guide to ABA Approved Law Schools

Graduate Study in Psychology

ABA LSAC Official Guide to ABA approved Law Schools

Graduate and Professional Programs and Overview

Graduate Schools in the U.S 2005

Us News Best Graduate Schools

Graduate And Professional Programs Humanities, Arts, and Social Sciences

Graduate And Professional Programs in Engineering and Applied Sciences

Graduate programs in the Physical Sciences, Mathematics, Agricultural Sciences, the Environmental and Natural Resources

Graduate Programs in the Biological Sciences

Graduate Programs in Business, Education, Health, Information studies, Law and Social Work

Graduate Programs in The Humanities, Arts, and social Sciences

Graduate Programs in Social Sciences

Internships and Volunteering

Internships 2005

The internship Bible

How to find a job on LinkedIn, Facebook, or Twitter, Myspace and other Social Media

Understanding, Leveraging, and Maximizing LinkedIn

Invest Yourself

The Best 109 Internships

Success Tips for College Students

Working World 101

Cornerstone Building on Success

The Everything After College Book

Graduate!

10 Things Employers want you to learn in College

The Path Finder

Maybe (Maybe Not)

Making College Count

The Ultimate College Survival Guide

