

# **U.S. ARMY WAR COLLEGE**

# LIBRARY NOTES

# TRANSITION FROM MILITARY TO CIVILIAN LIFE A SELECTED BIBLIOGRAPHY

Updated by Jeanette Moyer May 2006

The transition from military to civilian life involves changes in many aspects of a service member's life. This bibliography highlights books in the U.S. Army War College Library's collection and Internet resources to help prepare for that transition.

# JOB HUNTING/CAREER CHANGES

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- Schonberg, Alan R., and Robert L. Shook. *Headhunters Confidential: 125 Insider Secrets to Landing Your Dream Job.* New York: McGraw-Hill, 2000. (HF5382.7.S36 2000)

#### **JOB SOURCES/ADDRESSES**

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- Harris, Sandy, ed. *Federal Employment from A to Z*. Annandale, VA: Federal Research Service, 2002. (JK716 .F22 2002)
- Standard and Poor's Corporation. *Standard & Poor's Register of Corporations, Directors and Executives*. New York: Standard & Poor's, 2003. (HG4057.S83 2003)
- U.S. Department of Labor Statistics. *Occupational Outlook Handbook*. Washington: U.S. Government Printing Office, 2004. (REF HF5381 .A1O33 2004-05). Also available from <u>http://www.bls.gov/oco/</u>.

# **RÉSUMÉ PREPARATION**

Asher, Donald. The Overnight Résumé. Berkeley: Ten Speed Press, 1999. (HF5383 .A73 1999)

- Gonyea, James C., and Wayne M. Gonyea. *Electronic Résumés: A Complete Guide to Putting Your Résumé Online*. New York: McGraw-Hill, 1996. (HF5383 .G55 1996)
- Hansen, Katharine, and Randall S. Hansen. *Dynamic Cover Letters: How to Write the Letter That Gets You the Job.* Berkeley: Ten Speed Press, 2001. (HF5383.H36 2001)
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## **DoD TRANSPORTAL**

DoD TransPortal was designed specifically to assist Service members leaving active duty. It contains valuable information and resources, offering information on the DoD Transition Assistance Program, and advice for transitioning service members in second career planning, job hunting, résumé writing, interviewing and job offers. Internet site available from <u>http://www.dodtransportal.dod.mil/dav/lsnmedia/LSN/dodtransportal/</u>.

## EMPLOYMENT READINESS PROGRAM (ERP)

The Employment Readiness Program of the Army Community Service is open to all active duty soldiers, retirees, civil service employees and family members for assistance in job hunting strategies, résumé writing, interview guidelines, and establishing career goals. Call the Carlisle Barracks office at 717-245-3684.

## MILITARY SPOUSE CAREER CENTER

The Center, a service commissioned by the Department of Defense Office of Military Community & Family Policy, connects military spouses with career planning tips, employment opportunities, education options, and other employment-related services. Internet site available from <u>http://www.military.com/spouse</u>.

## USAJOBS

USAJOBS is the "official job site of the United States Federal Government" offering one-stop access for Federal jobs and employment information. Internet site available from <u>http://www.usajobs.opm.gov/</u>.

This bibliography is available at <u>http://www.carlisle.army.mil/library/bibliographies.htm</u>. If you need additional information, please contact the Research and Information Services Branch by e-mail at libraryr@carlisle.army.mil or by calling (717) 245-3660.