

CRAWFORD COUNTY K-12 CAREER EDUCATION ALLIANCE

**Lending Library Resource List
Revised 8/20/08**

If you are interested in using or reviewing any of the items listed below, please contact the Alliance Office at 337-8202 or email tlarson@ccvts.org. We will respond to your request ASAP.

Book Titles:

Pathfinder: Exploring Career and Education Paths, Third Edition, Lindsay
(Quantity – 8)

The Resume Writers Workbook 2E, by Stanley Krantman

*Nail the Cover Letter! Great tips for creating dynamic cover letters

*Nail the Resume! How to write, produce, distribute, follow-up and evaluate dynamite resumes

*The Successful Interview and Beyond, by Lois Pigford

Other Ways to Win: Creating Alternatives for High School Graduates
By Kenneth C. Gray and Edwin L. Herr

Learning to Work: Employer Involvement in School-to-Work Transition Program,
editor Thomas R. Bailey

Contextual Teaching and Learning: What it did and why it's here to stay, by Alan
B. Johnston

Other Ways to Win, 2nd edition, by Kenneth C. Gray and Edwin L. Herr (2 copies)

Other Ways to Win, 3rd edition, by Kenneth C. Gray and Edwin L. Herr (2 copies)

Guide to America's Federal Jobs: A complete directory of U.S. Government
Career Opportunities, 3rd edition

Top 100 Health Care Careers: Your Complete Guide Book to Training and Jobs
in Allied Health, Nursing, Medicine and More, 2nd edition

Internships 2005, Peterson and Thomson

The Best 109 Internships, The Princeton Review

The Job Hunting Handbook, With Wages and Demands for Over 200 Jobs,
Dahlstrom and Company

250 Best Jobs through Apprenticeships (2005). 250 job descriptions, 25 Best
Jobs Lists, Including Jobs with the Best Pay, Fastest Growth and Most
Openings.

The School-to-Work Revolution: How employers and educators are joining forces
to prepare tomorrow's skilled workforce, Lynn Olson (1998). (5 copies
available)

Getting Real: Helping Teens Find Their Future, Kenneth Gray (2000). (4 copies
available)

DVD, Video and CD Items:

Exploring the World of Work: an Interactive Career Planner (CD)

**Exploring Your Career Options*, 40 min video, high school level
Learn to "Explore Career Clues", "Explore Job Groups", "Seek Facts About
All Related Jobs" and "Explore Career Possibilities".

**Necessary Skills for the Workplace: What Your Mother Never Told You About
Preparing for a Job*, 30 minute video, grade 8 – Adult

**Your Resume: First They Must See You In Writing*, 22 minute video, grade 8 –
Adult

**Before it's Too Late*: Dropout Prevention video

**Lifelong Options* video

**Job Search Video Series*: Job Connection, 55 minute video, topics: resumes,
cover letters and portfolios, tools to land the job w/ instructors guide

**The Complete Job Application*: Filling in the Blanks (DVD)

Life After High School: Succeeding in the Workplace, 19 minutes

**Career Pathways: What's at the End of Your Path?*; includes teacher's guide,
lesson plan, reproducible student activity worksheets, pre and post test,
11 minutes, 45 seconds.

**Top 91/2 Career Skills Video Series*:

Budgeting

Job Search Tips

Resume Tips

Interview Tips

Educational Games:

The Career Expedition Game* (Classroom Set of 5), middle school or high school level, 2-6 players per game, players read realistic examples of choices young people make during the career preparation process, experience in the game the consequence of those choices (Meets the American School Counselor Association National Standards for Career Development**)

The *“Play Real” Game*, 3rd & 4th grade level, facilitator’s manual included with materials that can be reproduced for any size group of students.

The *“Make It Real” Game*, 5th & 6th grade level, facilitator’s manual included with materials that can be reproduced for any size group of students.

The *“Be Real” Game*, 9th & 10th grade level, instructor’s manual included with materials for up to 50 participants

The *“Real” Game*, 7th & 8th grade level, instructor’s manual included with materials for up to 50 participants

The *“Get Real” Game*, 11th & 12th grade level, instructor’s manual included with materials for up to 50 students

Career Bingo, grades 6 and up, set of 25 bingo cards, a great way to learn career concepts, terms and definitions. (2 games available)

Ethics on the Job, grades 9+, 2 – 5 players or more with team play, players have fun while they learn standards for ethical behavior on the job (2 games available)

Financial IQ, grades 9+, 2-6 players have fun as they answer challenging questions and learn about financial responsibility and literacy (2 games available)

Interview Challenge, grades 9 – adult, designed to teach important job interview skills. (2 games available)

Scripted Vocational Role Plays - Ten chapters of scripted role plays and corresponding worksheets prepare transition students for the world of work. Carefully crafted role plays provide an effective and relevant means of teaching work-related social skills. Authors Gary Sigler and Darla Kay Fitzpatrick cover the essentials of vocational preparation: Career considerations; looking, applying and interviewing for a job; losing a job; vocational communications. Includes photocopy rights and a CD with PDF of printable pages. (2 spiral bound copies available)

Budget City Game, grades 9+, covers basics of personal finance. (2 games available)

Activity Sheets:

Standard Job Application worksheet
Goal planning worksheet
Interview Preparation worksheet

NOTES:

* = Thurston House materials included in the School-to-Work Lending Library.