

KOPPLIN & KUEBLER

"The Most Trusted Names in Private Club Executive Placement"

Name: _____ Date: November 6 - 9, 2014

School: _____

Career Development Recommendations:



- Read the [Personal Strategic Planning](#) article (core values, mission statement, SWOT analysis, and action plan)
- Review [Six Ways to be a Superstar at Work](#)
- Watch one 20-minute [TED Talk](#) per day
- Visit [CMAA Club Careers](#) web site

Recommended Reading:

Resumes and Cover Letter Articles

- [5 Resume Rules You Must Ignore](#)
- [Do's and Don'ts of Sprucing Up Your Resume](#)
- [Writing a Resume That Shouts "Hire Me"](#)
- [5 Secrets to Getting Your Resume Read](#)
- [8 Tips for Writing a Standout Cover Letter](#)

Career and Leadership Articles

- [10 Signs You Have \(or Are\) a Great Boss](#)
- [5 Things Successful Leaders Do in a Crisis](#)
- [5 Career Lessons Learned from Derek Jeter's Last At Bat at Yankee Stadium](#)
- [The Path to Success: 8 Little Secrets to Getting Promoted](#)
- [Club Careers LinkedIn Group](#)
- [Leaders are Readers LinkedIn Group](#)

Interview Articles/Videos

- [How to Manage Job Interview Nerves](#)
- [Your Body Language Shapes Who You Are](#) (TED Talk video by Amy Cuddy)
- [Behavioral Job Interviews](#)
- [Sample Behavioral Interview Questions](#)

Leaders are Readers

- [Leadership Lessons from a Chef](#) Charles Carroll
- [Setting the Table](#) Danny Meyer
- [Brag! The Art of Tooting Your Own Horn](#) Peggy Klaus
- [Now, Discover Your Strengths](#) Donald Clifton
- [Happiness: The Art of Living with Peace, Confidence and Joy](#) by Douglas Smith

Recommended by: *Lisa Carroll*
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