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

**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

**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

**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

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