

Useful Resources

Web Sites

- Office of Personnel Management: <http://www.opm.gov>
<http://www.usajobs.opm.gov>
- Civilian Human Resources: <http://www.donhr.navy.mil>
- Plain Language On-Line Training: <http://www.web.net/~plain/PlainTrain>
- Plain Language Action Network: <http://www.plainlanguage.gov>
- Veterans Preference Information: <http://www.dol.gov/dol/vets>

Video

Elements of Style Parts I, II, & III (Available in the HRSC-NE Video Library)

Books

What Color Is Your Parachute? 30th Rev edition (October 1999)
by Richard Nelson Bolles, Dick Bolles (Preface)

Basic Interviewing Skills. Waveland Press, Reprint edition (May 1998)
by Raymond L. Gorden

The Interview Rehearsal Book : 7 Steps to Job-Winning Interviews Using Acting Skills You Never Knew You Had. Berkley Pub Group
by Deb Gottesman, Buzz Mauro