



## JOB HUNTING

A selection of recommended books to help you get hired.  
For additional job hunting resources, please ask at the Reference Desk.

### Cover Letters and Resumes

- Betrus, Michael. *Perfect Phrases for Cover Letters*. McGraw-Hill, 2006. 650.14/B564p
- Betrus, Michael. *202 Great Cover Letters*. McGraw-Hill, 2008. 650.142/B564t
- Block, Jay A. *2500 Keywords to Get You Hired*. McGraw-Hill, 2003. 650.14/B651t
- Criscito, Pat. *How to Write Better Resumes and Cover Letters*. 2<sup>nd</sup> edition. Barron's, 2008. 650.14/C932h
- Enelow, Wendy S. *Expert Resumes for Engineers*. 2<sup>nd</sup> edition. JIST Works, 2009. 650.14/E56e
- Enelow, Wendy S. *Expert Resumes for People Returning to Work*. 2<sup>nd</sup> edition. JIST Works, 2008. 650.14/E56e
- Farr, J. Michael. *The Quick Resume & Cover Letter Book: Write and Use an Effective Resume in Only One Day*. 4<sup>th</sup> edition. JIST Works, 2008. 650.14/F239q
- Fry, Ronald W. *101 Great Resumes*. 3<sup>rd</sup> edition. Course Technology, 2009. 650.14/F947o
- Resumes for Health and Medical Careers*. 4<sup>th</sup> edition. McGraw-Hill, 2009. 650.14/R436r
- Resumes for Re-Entering the Job Market*. 3<sup>rd</sup> edition. McGraw-Hill, 2008. 650.14/R436r
- Whitcomb, Susan Britton. *eResumes: Everything You Need to Know about Using Electronic Resumes to Tap into Today's Job Market*. McGraw-Hill, 2002. 650.14/W581e
- Yate, Martin John. *Knock 'em Dead Cover Letters: Great Letter Techniques and Samples for Every Step of Your Job Search*. Adams Media, 2008. 650.142/Y31k
- Yate, Martin John. *Knock 'em Dead Resumes: Smart Advice to Make Your Online and Paper Resumes More Productive*. 8<sup>th</sup> edition. Adams Media, 2008. 650.14/Y31k

### Networking

- Kramer, Marc. *Power Networking: Using the Contacts You Don't Even Know You Have to Succeed in the Job You Want*. VGM Career Horizons, 1998. 650.14/K89p
- Marler, Pat. *Networking Made Easy*. VGM Career Horizons, 1998. 650.13/M347n
- Misner, Ivan R. *The 29% Solution: 52 Weekly Networking Success Strategies*. Greenleaf Book Group Press, 2008. 650.13/M678t
- Tullier, L. Michelle. *Networking for Job Search and Career Success*. 2nd edition. JIST Works, 2004. 302/T918n

### Interviewing

- Beshara, Tony. *Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job*. AMACOM, 2008. 650.144/B554a
- Farr, J. Michael. *Next-Day Job Interview: Prepare Tonight and Get the Job Tomorrow*. 2<sup>nd</sup> edition. JIST Works, 2009. 650.14/F239n

Fry, Ronald W. *101 Great Answers to the Toughest Interview Questions*. 6<sup>th</sup> edition. Course Technology/Cengage Learning, 2009. 650.144/F947o

Fry, Ronald W. *101 Smart Questions to Ask on Your Interview*. 3<sup>rd</sup> edition. Course Technology, 2009. 650.14/F947o

Hawley, Casey Fitts. *100+ Winning Answers to the Toughest Interview Questions*. 2<sup>nd</sup> edition. Barron's Educational Series, 2008. 650.144/H396o

Ingegneri, Rachel. *Ten Minutes to the Job Interview: Your Last-Minute Guide and Checklist for Securing a Position, a Promotion, a Paycheck*. Tallfellow Press, 2008. 650.14/I45t

Krannich, Caryl Rae. *The Ex-Offender's Job Interview Guide*. Impact Publications, 2009. 650.14/K89e

*1004 Winning Answers to the Toughest Interview Questions*. 2<sup>nd</sup> edition. Barron's Educational Series, 2008. 650.144/H396o

Piotrowski, Katy. *The Career Coward's Guide to Interviewing: Sensible Strategies for Overcoming Job Search Fears*. JIST Works, 2007. 650.144/P662c

Whitcomb, Susan Britton. *Interview Magic: Job Interview Secrets from America's Career and Life Coach*. 2<sup>nd</sup> edition. JIST Works, 2008. 650.14/W581i

### **Negotiating**

Bailey, Jan. *Getting a Raise Made Easy*. VGM Career Horizons, 1996. 650.14/M444g

Chapman, Jack. *Negotiating Your Salary: How to Make \$1,000 a Minute*. 6<sup>th</sup> edition. Ten Speed Press, 2008. 650.14/C466n

Goodman, Peter J. *Win-Win Career Negotiations: All You Need to Know about Negotiating Your Employment Agreement*. Gut Instinct Press, 2001. 650.14/G653w

*Haldane's Best Salary Tips for Professionals*. Impact Publications, 2001. 650.14/H158h

Kennedy, Gavin. *Essential Negotiation: An A-Z Guide*. 2<sup>nd</sup> edition. Bloomberg Press, 2009. 658.4052/K35e

Porot, Daniel. *101 Salary Secrets: How to Negotiate Like a Pro*. Ten Speed Press, 2000. 650.12/P836o

### **Job Searching and Career Development**

Albion, Mark S. *More Than Money: Questions Every MBA Needs to Answer: Redefining Risk and Reward for a Life of Purpose*. Berrett-Koehler Publishers, 2009. 650.14/A337m

Bolles, Richard Nelson. *The Job-Hunter's Survival Guide: How to Find Hope and Rewarding Work, Even When "There Are No Jobs."* Ten Speed Press, 2009. 650.14/B691j

Bolles, Richard Nelson. *Job Hunting on the Internet*. 4<sup>th</sup> edition. Ten Speed Press, 2005. 650.14/B691j

Bolles, Richard Nelson. *What Color is Your Parachute?* Ten Speed Press, 2008. 331.128/B691w

Brooks, Katharine. *You Majored in What?: Mapping Your Path from Chaos to Career*. Viking, 2009. 650.14/B873y

*Career Building: Your Total Handbook for Finding a Job and Making It Work*. CollinsBusiness, 2009. 650.14/C271c

Cohen, Carol Fishman. *Back on the Career Track: A Guide for Stay-at-Home Moms Who Want to Return to Work*. Warner Business Books, 2007. 650.14/C678b

Cripe, Edward J. *The Value-Added Employee: 31 Skills to Make Yourself Irresistible to Any Company*. Gulf Pub. Co., 1999. 650.14/C931v

Cummings, Betsy. *How to Find a Job after 50: from Part-Time to Full-Time, from Career Moves to New Careers*. Warner Business Books, 2005. 650.14/C971h

Damp, Dennis V. *The Book of U.S. Government Jobs: Where They Are, What's Available, & How to Get One*. Bookhaven Press, 2008. 331.12/D165b

Dikel, Margaret F. *Guide to Internet Job Searching*. McGraw-Hill, 2006. 025.0665/D575g

Farr, J. Michael. *50 Best Jobs for Your Personality*. 2<sup>nd</sup> edition. JIST Works, 2009. 331.702/F239f

Farr, J. Michael. *100 Fastest-Growing Careers: Your Complete Guidebook to Major Jobs with the Most Growth and Openings*. 10<sup>th</sup> edition. JIST Works, 2009. 331.702/F239o

Farr, J. Michael. *300 Best Jobs without a Four-Year Degree*. 3<sup>rd</sup> edition. JIST Works, 2009. 331.702/F239t

Farr, J. Michael. *Top 100 Careers without a Four-Year Degree: Your Complete Guidebook to Major Jobs in Many Fields*. 9<sup>th</sup> edition. JIST Pub., 2009. 331.702/F239t

Farr, J. Michael. *Top 100 Computer and Technical Careers: Your Complete Guidebook to Major Jobs in Many Fields At All Training Levels*. 4<sup>th</sup> edition. JIST Pub., 2009. 004.023/F239t

Finney, Martha I. *Rebound: A Proven Plan for Starting over after Job Loss*. FT Press, 2009. 650.14/F514r

Friedman, Caitlin. *The Girl's Guide to Kicking Your Career into Gear*. Broadway Books, 2008. 331.702/F911g

Greengard, Samuel. *The AARP Crash Course in Finding the Work You Love: The Essential Guide to Reinventing Your Life*. Sterling, 2008. 650.14/G812a

Harris, Carla A. *Expect to Win: Proven Strategies for Success from a Wall Street Vet*. Hudson Street Press, 2009. 650.1/H313e

Kitson, Michael J. *How to Keep Your Job in a Tough Competitive Market: 101 Strategies You Can Use Today*. Adams Business, 2009. 650.1/K62h

Lambert, Stephen E. *Great Jobs for Business Majors*. 3<sup>rd</sup> edition. McGraw-Hill, 2009. 650.14/L222g

Lowstuter, Clyde C. *In Search of the Perfect Job: 8 Steps to the \$250,000+ Executive Job That's Right for You*. 2<sup>nd</sup> edition. McGraw-Hill, 2007. 650.14/L921i

McGowan, Ron. *How to Find Work in the 21<sup>st</sup> Century*. 5<sup>th</sup> edition. Book and computer disc. International Self-Counsel Press, 2009. 650.14/M146h

Mackay, Harvey B. *Sharkproof: Get the Job You Want, Keep the Job You Love—in Today's Frenzied Job Market*. HarperBusiness, 1993. 650.14/M153s

Mangelsdorf, Martha E. *Strategies for Successful Career Change: Finding Your Very Best Next Work Life*. Ten Speed Press, 2009. 650.14/M277s

Morem, Susan. *How to Get a Job and Keep It: Career and Life Skills You Need to Succeed*. 2<sup>nd</sup> edition. Ferguson, 2007. 650.14/M842h

Myers, Ford R. *Get the Job You Want, Even When No One's Hiring: Take Charge of Your Career, Find a Job You Love, and Earn What You Deserve!* John Wiley & Sons, 2009. 650.14/M996g

*Nail the Job: Every Tool You'll Need to Land Your Dream Job*. Perseus Publishing, 2002. 650.14/N156n

Prasad, Chandra. *Outwitting the Job Market: Everything You Need to Locate and Land a Great Position*. Lyons Press, 2004. 650.14/P911o

*The Princeton Review Best Entry-Level Jobs*. 2008 edition. Princeton Review, 2007. 331.7023/L716b

Ryan, Daniel J. *Job Search Handbook for People with Disabilities*. 2<sup>nd</sup> edition. JIST Works, 2004. 650.1408/R988j

Ryan, Robin. *Soaring on Your Strengths: Discover, Use, and Brand Your Best Self for Career Success*. Penguin Books, 2006. 650.1/R989s

Sedlar, Jeri. *Don't Retire, Rewire: 5 Steps to Fulfilling Work That Fuels Your Passion, Suits Your Personality, and Fills Your Pocket*. 2<sup>nd</sup> edition. Alpha, 2007. 650.14/S449d

Taylor, Jeff. *Monster Careers: How to Land the Job of Your Life*. Penguin Books, 2004. 650.14/T243m

*Top 300 Careers: Your Complete Guidebook to Major Jobs in Every Field*. 11<sup>th</sup> edition. JIST Works, 2008. 331.702/T673t

Zelinski, Ernie J. *Career Success without a Real Job: The Career Book for People Too Smart to Work in Corporations*. Ten Speed Press, 2009. 650.1/ Z49c

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