



JOB HUNTING

A selection of recommended books to help you get hired.

Ask at the Reference Desk for additional job hunting resources: Reference directories (including *D&B Regional Business Directory: Philadelphia Area*), databases (including *LearningExpressLibrary* and *ReferenceUSA*), Internet locations (including *Job Search Websites* on www.mc-npl.org Reference Services Quick Links for Recommended Online Resources), and newspapers (including *The Times Herald*).

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*. 2nd edition. Barron's, 2008. 650.14/C932h

Enelow, Wendy S. *Expert Resumes for People Returning to Work*. 2nd 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*. 4th edition. JIST Works, 2008. 650.14/F239q

Resumes for Re-Entering the Job Market. 3rd 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*. 8th 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

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

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

1004 Winning Answers to the Toughest Interview Questions. 2nd 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*. 2nd 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*. 5th edition. Ten Speed Press, 2006. 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

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

Job Searching and Career Development

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

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

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

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

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

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

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

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*. 2nd 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*. 2nd 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. 11th edition. JIST Works, 2008. 331.702/T673t