

Resources for the Job Search

Reading List

A Round-up of Resources for the New Economy



Recommended Reading

Inclusion in this list does not represent an endorsement of content. However, these are resources you may find to be helpful to you in your job search strategy.

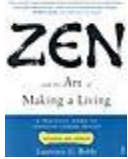
Table of Contents

- SELF ASSESSMENT 3
- NETWORKING/COMMUNICATION 4
- SOCIAL NETWORKING/ONLINE PRESENCE 4
- RESUMES & COVER LETTERS 5
- INTERVIEWING 6
- POSITIVE OUTLOOK 6
- INDUSTRY SHIFTS/TRANSITIONS 7
- WORKPLACE STRATEGY 7
- FOR MID-TO-LATE CAREER TRANSITIONS 8
- FOR YOUNG PROFESSIONALS 8
- ON THE LIGHTER SIDE 9

“Some people will lie, cheat, steal and backstab to get ahead... and to think, all they have to do is READ.”

- Fortune

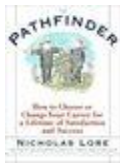
SELF ASSESSMENT



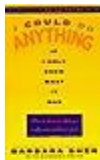
LAURENCE G. BOLDT: ZEN AND THE ART OF MAKING A LIVING: A PRACTICAL GUIDE TO CREATIVE CAREER DESIGN (ARKANA)



MARCUS BUCKINGHAM: NOW, DISCOVER YOUR STRENGTHS



NICHOLAS LORE: THE PATHFINDER: HOW TO CHOOSE OR CHANGE YOUR CAREER FOR A LIFETIME OF SATISFACTION AND SUCCESS



BARBARA SHER: I COULD DO ANYTHING IF I ONLY KNEW WHAT IT WAS: HOW TO DISCOVER WHAT YOU REALLY WANT AND HOW TO GET IT



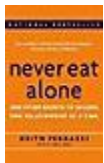
PAUL D. TIEGER: DO WHAT YOU ARE: DISCOVER THE PERFECT CAREER FOR YOU THROUGH THE SECRETS OF PERSONALITY TYPE

SELF ASSESSMENT (CONTINUED)



[SHOYA ZICHY: CAREER MATCH: CONNECTING WHO YOU ARE WITH WHAT YOU'LL LOVE TO DO](#)

NETWORKING/COMMUNICATION



[KEITH FERRAZZI: NEVER EAT ALONE: AND OTHER SECRETS TO SUCCESS, ONE RELATIONSHIP AT A TIME](#)



[LIZ LYNCH: SMART NETWORKING: ATTRACT A FOLLOWING IN PERSON AND ONLINE](#)



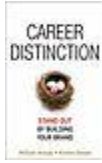
[DAVID SHIPLEY: SEND: WHY PEOPLE EMAIL SO BADLY AND HOW TO DO IT BETTER, REVISED EDITION](#)

SOCIAL NETWORKING/ONLINE PRESENCE



[JASON ALBA: I'M ON LINKEDIN--NOW WHAT???' \(SECOND EDITION\): A GUIDE TO GETTING THE MOST OUT OF LINKEDIN](#)

SOCIAL NETWORKING/ONLINE PRESENCE (CONTINUED)



[WILLIAM ARRUDA: CAREER DISTINCTION: STAND OUT BY BUILDING YOUR BRAND](#)

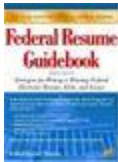


[DAN SCHAWBEL: ME 2.0: BUILD A POWERFUL BRAND TO ACHIEVE CAREER SUCCESS](#)

RESUMES & COVER LETTERS



[BARBARA SAFANI: HAPPY ABOUT MY RESUME: 50 TIPS FOR BUILDING A BETTER DOCUMENT TO SECURE A BRIGHTER FUTURE](#)



[KATHRYN K. TROUTMAN: FEDERAL RESUME GUIDEBOOK: STRATEGIES FOR WRITING A WINNING FEDERAL ELECTRONIC RESUME, KSAS, AND ESSAYS, 4TH EDITION](#)



[SUSAN BRITTON WHITCOMB: RESUME MAGIC: TRADE SECRETS OF A PROFESSIONAL RESUME WRITER \(RESUME MAGIC TRADE SECRETS OF A PROFESSIONAL RESUME WRITER\)](#)

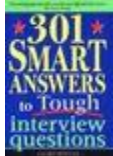


[WENDY S. ENELAW: COVER LETTER MAGIC: TRADE SECRETS OF PROFESSIONAL RESUME WRITERS](#)

INTERVIEWING

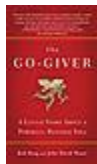


[KATHARINE HANSEN: TELL ME ABOUT YOURSELF: STORYTELLING TO GET JOBS AND PROPEL YOUR CAREER](#)



[VICKY OLIVER: 301 SMART ANSWERS TO TOUGH INTERVIEW QUESTIONS](#)

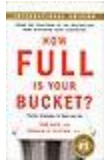
POSITIVE OUTLOOK



[BOB BURG: THE GO-GIVER: A LITTLE STORY ABOUT A POWERFUL BUSINESS IDEA](#)



[GORDON LIVINGSTON: TOO SOON OLD, TOO LATE SMART: THIRTY TRUE THINGS YOU NEED TO KNOW NOW](#)



[TOM RATH: HOW FULL IS YOUR BUCKET? POSITIVE STRATEGIES FOR WORK AND LIFE](#)

INDUSTRY SHIFTS/TRANSITIONS



MARCI ALBOHER: ONE PERSON/MULTIPLE CAREERS: A NEW MODEL FOR WORK/LIFE SUCCESS



ALEXANDRA LEVIT: HOW'D YOU SCORE THAT GIG?: A GUIDE TO THE COOLEST JOBS-AND HOW TO GET THEM



PAMELA SLIM: ESCAPE FROM CUBICLE NATION: FROM CORPORATE PRISONER TO THRIVING ENTREPRENEUR



KATHRYN TROUTMAN: TEN STEPS TO A FEDERAL JOB: HOW TO LAND A JOB IN THE OBAMA ADMINISTRATION, 2ND EDITION

WORKPLACE STRATEGY



MARCUS BUCKINGHAM: GO PUT YOUR STRENGTHS TO WORK: 6 POWERFUL STEPS TO ACHIEVE OUTSTANDING PERFORMANCE

WORKPLACE STRATEGY (CONTINUED)



MICHAEL WATKINS: THE FIRST 90 DAYS: CRITICAL SUCCESS STRATEGIES FOR NEW LEADERS AT ALL LEVELS

FOR MID-TO-LATE CAREER TRANSITIONS



BARBARA SHER: IT'S ONLY TOO LATE IF YOU DON'T START NOW: HOW TO CREATE YOUR SECOND LIFE AT ANY AGE



EDITORS OF VGM CAREER BOOKS: RESUMES FOR 50+ JOB HUNTERS (PROFESSIONAL RESUMES SERIES)



MARC FREEDMAN: ENCORE: FINDING WORK THAT MATTERS IN THE SECOND HALF OF LIFE

FOR YOUNG PROFESSIONALS



MARIA PASCUCCI: CAMPUS CALM UNIVERSITY: THE COLLEGE STUDENT'S 10-STEP BLUEPRINT TO STOP STRESSING & CREATE A HAPPY, PURPOSEFUL LIFE

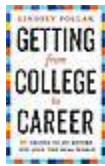
FOR YOUNG PROFESSIONALS (CONTINUED)



[SHEILA J. CURRAN: SMART MOVES FOR LIBERAL ARTS GRADS: FINDING A PATH TO YOUR PERFECT CAREER](#)



[ALEXANDRA LEVIT: THEY DON'T TEACH CORPORATE IN COLLEGE: A TWENTY-SOMETHING'S GUIDE TO THE BUSINESS WORLD](#)



[LINDSEY POLLAK: GETTING FROM COLLEGE TO CAREER: 90 THINGS TO DO BEFORE YOU JOIN THE REAL WORLD](#)

ON THE LIGHTER SIDE



[JUSTIN RACZ: 50 JOBS WORSE THAN YOURS](#)