

Resources for the Job Search

# Reading List

*A Round-up of Resources for the New Economy*



# Recommended Reading

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*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.*

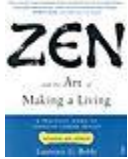
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*“Some people will lie, cheat, steal and backstab to get ahead... and to think, all they have to do is READ.”*

*- Fortune*

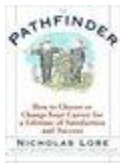
## SELF ASSESSMENT



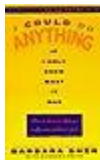
LAURENCE G. BOLDT: ZEN AND THE ART OF MAKING A LIVING: A PRACTICAL GUIDE TO CREATIVE CAREER DESIGN (ARKANA)



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



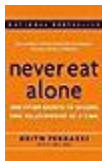
PAUL D. TIEGER: DO WHAT YOU ARE: DISCOVER THE PERFECT CAREER FOR YOU THROUGH THE SECRETS OF PERSONALITY TYPE

## 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](#)



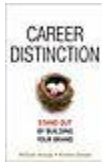
[DAVID SHIPLEY: SEND: WHY PEOPLE EMAIL SO BADLY AND HOW TO DO IT BETTER, REVISED EDITION](#)

## 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](#)

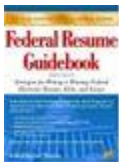


[DAN SCHAWBEL: ME 2.0: BUILD A POWERFUL BRAND TO ACHIEVE CAREER SUCCESS](#)

## 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 \(RESUME MAGIC TRADE SECRETS OF A PROFESSIONAL RESUME WRITER\)](#)

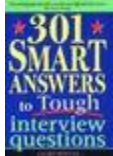


[WENDY S. ENELow: COVER LETTER MAGIC: TRADE SECRETS OF PROFESSIONAL RESUME WRITERS](#)

## INTERVIEWING

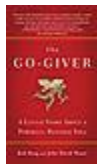


[KATHARINE HANSEN: TELL ME ABOUT YOURSELF: STORYTELLING TO GET JOBS AND PROPEL YOUR CAREER](#)



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

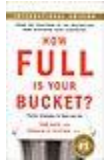
## POSITIVE OUTLOOK



[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



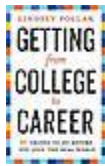
## FOR YOUNG PROFESSIONALS (CONTINUED)



[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](#)