

Recommended Reading List

Career Choice and Change

Career Change by David Helfand. McGraw-Hill, 1995.

The Career Guide for Creative and Unconventional People by Carol Eikleberry. Ten Speed Press, 1999.

Dare to Change Your Job and Your Life by Carole Kanchier. JIST, 2000.

Finding Your Perfect Work by Paul Edwards and Sarah Edwards. J.P. Tarcher, 2003.

How to Find the Work You Love by Laurence Boldt. Penguin USA, 2004.

I Don't Know What I Want But I Know It's Not This by Julie Jensen. Penguin USA, 2003.

The Lawyer's Career Change Handbook: More Than 300 Things You Can Do with a Law Degree by Hindi Greenberg. Quill, 1998.

Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success by Nicholas Lore. Fireside, 1998.

The Power of Purpose by Richard Leider. Berrett-Koehler, 1997.

The Way of Transition: Embracing Life's Most Difficult Moments by William Bridges. Perseus, 2001.

What Should I Do With My Life by Po Bronson. Random House, 2003.

Working Identity: Unconventional Strategies for Reinventing Your Career by Herminia Ibarra. Harvard Business School Press, 2004.

Zen and the Art of Making a Living by Laurence Boldt. Penguin USA, 1999.

Career Management/Advancement

101 Ways to Recession-Proof Your Career by Wendy Enelow. McGraw-Hill, 2002.

Black Enterprise Guide to Building Your Career by Cassandra Hayes. Wiley, 2002.

Brand Yourself: How to Create an Identity for a Brilliant Career by David Andrusia and Rick Haskins. Ballantine, 2000.

Breaking Through: The Making of Minority Executives in Corporate America by David Thomas and John Gabarro. Harvard Business School Press, 1999.

The Career Navigation Handbook by Christopher Hunt and Scott Scanlon. Wiley, 2004.

Creating You & Company: Learn to Think Like the CEO of Your Own Career by William Bridges. Perseus, 1998.

How to Be Happy at Work by Arlene Hirsch. JIST, 2004.

If My Career's on the Fast Track Where Do I Get a Road Map by Anne Fisher. HarperCollins, 2002.

Job Savvy: How to Be a Success at Work by LaVerne Ludden. JIST, 2002.

Lavender Road to Success: The Career Guide for the Gay Community by Kirk Snyder. Ten Speed Press, 2003.

Love It, Don't Leave It: 26 Ways to Get What You Want at Work by Beverly Kaye and Sharon Jordan-Evans. Berrett-Koehler, 2003.

No More Blue Mondays: Four Keys to Finding Fulfillment at Work by Robin Sheerer. Davies-Black, 1999.

Swim with the Dolphins: How Women Can Succeed in Corporate America on Their Own Terms by Connie Glaser. Warner, 1996.

The 5 Patterns of Extraordinary Careers by James Citrin and Richard Smith. Crown Business, 2003.

Communication—Oral

The Articulate Executive: Learn to Look, Act and Sound Like a Leader by Granville Toogood. McGraw-Hill, 1997.

Crucial Conversation: Tools for Talking When Stakes are High by Kerry Patterson et al. McGraw-Hill, 2002.

Do's and Taboos of Public Speaking: How to Get Those Butterflies Flying in Formation by Roger Axtell. Wiley, 1992.

How to Say it at Work: Putting Yourself Across with Power Words, Phrases, Body Language and Communication Secrets by Jack Griffin. Prentice Hall, 1998.

Type Talk at Work by Otto Kroeger and Janet Thuesen. Delta, 2002.

What Do I Say Next? Talking Your Way to Business and Social Success by Susan RoAne. Warner, 1999.

Communication—Written

The Business Style Handbook: An A to Z Guide to Writing on the Job with Tips from Communications Experts at the Fortune 500 by Helen Cunningham and Brenda Greene. McGraw-Hill, 2002.

E-writing: 21st-Century Tools for Effective Communication by Dianna Booher. Pocket Books, 2001.

The Encyclopedia of Business Letters, Fax Memos, and Email by Robert Bly. Career Press, 1999.

Get to the Point! Painless Advice for Writing Memos, Letters and Emails Your Colleagues and Clients Will Understand by Elizabeth Danziger. Three Rivers Press, 2001.

Words at Work: Business Writing in Half the Time with Twice the Power by Susan Benjamin. Addison-Wesley, 1997.

Cover Letters

Best Cover Letters for \$100,000+ Jobs by Wendy Enelow. Impact, 2001.

Cover Letter Magic by Wendy Enelow and Louise Kursmark. JIST, 2004.

Dynamic Cover Letters by Katherine Hansen and Randall Hansen. Ten Speed Press, 2001.

Gallery of Best Cover Letters by David Noble. JIST, 2004.

The Perfect Cover Letter by Richard Beatty. Wiley, 1996 (e-book, 2003).

Cross-Cultural Communication

Do's and Taboos Around the World by Roger Axtell. Wiley, 1993.

Do's and Taboos Around the World for Women in Business by Roger Axtell. Wiley, 1997.

Gestures: The Do's and Taboos of Body Language Around the World by Roger Axtell. Wiley, 1998.

The Global Etiquette Guide to Asia by Dean Foster. Wiley, 2000.

The Global Etiquette Guide to Europe by Dean Foster. Wiley, 2001.

Kiss, Bow, or Shake Hands: How to Do Business in Sixty Countries by Terri Morrison. Adams Media, 1995.

Passport to the World series, World Trade Press. This series includes books on business etiquette, customs, and culture for various countries, including Italy, Korea, Mexico,

South Africa, Taiwan, and many more. Sample title:
Passport Japan: Your Pocket Guide to Japanese Business, Customs & Etiquette by Dean Engel, 2003.

When Cultures Collide: Managing Successfully Across Cultures by Richard Lewis. Nicholas Brealey Publishing, 2002.

Decision-Making

Decisions, Decisions: The Art of Effective Decision Making by David Welch. Prometheus, 2001.

Harvard Business Review on Decision-Making by Peter Drucker et al. Harvard Business School Press, 2001.

Smart Choices: A Practical Guide to Making Better Decisions by John Hammond et al. Broadway, 2002.

Image/Etiquette/Attire

Bobbi Brown Beauty Evolution: A Guide to a Lifetime of Beauty by Bobbi Brown, HarperResource, 2002.

Buff and Polish: A Practical Guide to Enhance Your Professional Image and Communication Style by Kathryn Volin. Pentagon, 1999.

Chic Simple Dress Smart for Men: Wardrobes that Win in the New Workplace by Kim Johnson Gross and Jeff Stone. Warner, 2002.

Chic Simple Dress Smart for Women: Wardrobes that Win in the New Workplace by Kim Johnson Gross and Jeff Stone. Warner, 2002.

Class Acts: How Good Manners Create Good Relationships and Good Relationships Create Good Business by Mary Mitchell. M. Evans & Co., 2003.

Color Me Beautiful's Looking Your Best: Color, Makeup, and Style by Mary Spillane and Christine Sherlock. Madison Books, 2002.

Dressing the Man: Mastering the Art of Permanent Fashion by Alan Flusser. HarperCollins, 2002.

The Etiquette Advantage in Business by Peggy Post. Harper Resource, 1999.

When the Little Things Count. . . and They Always Count: 601 Essential Things That Everyone in Business Needs to Know by Barbara Pachter. Marlowe & Company, 2001.

Your Executive Image by Victoria Seitz. Adams Media, 2000.

International Job Search

Bargaining Across Borders by Dean Allen Foster. McGraw-Hill, 1995.

The Directory of Websites for International Jobs by Ronald and Caryl Krannich. Impact, 2002.

Global Smarts: The Art of Communicating and Deal Making Anywhere in the World by Sheida Hodge. Wiley, 2000.

International Job Finder by Daniel Lauber. Planning Communications, 2002.

International Jobs by Eric Kocher and Nina Segal. Perseus, 2003.

Work Abroad by Clayton Hubbs (Ed.). Transitions Abroad, 2002.

World Chamber of Commerce Directory. World Chamber of Commerce (annual).

Interviewing

101 Great Answers to the Toughest Interview Questions by Ronald Fry. Career Press, 2000.

The Complete Q&A Job Interview Book by Jeffrey Allen. Wiley, 2000.

Interview Magic by Susan Britton Whitcomb. JIST, 2004.

Unofficial Guide to Acing the Interview by Michelle Tullier. Wiley, 1998.

Job Search—Special Situations

The Over-40 Job Search Guide: 10 Strategies for Making Age an Advantage in Your Career Search by Gail Geary. JIST, 2004.

Job Hunting for the So-Called Handicapped or People Who Have Disabilities by Richard Bolles and Dale Susan Brown. Ten Speed Press, 2001.

Job Search Handbook for People with Disabilities by Daniel Ryan. JIST, 2004.

The Mom Economy: The Mother's Guide to Getting Family-Friendly Work by Elizabeth Wilcox. Berkley Publishing Group, 2003.

Negotiation

Get Paid What You're Worth by Robin Pinkley and Gregory Northcraft. St. Martin's Griffin, 2003.

Negotiating Your Salary: How to Make \$1000 a Minute by Jack Chapman. Ten Speed Press, 2001.

A Woman's Guide to Successful Negotiating by Lee Miller and Jessica Miller. McGraw-Hill, 2002.

Women Don't Ask: Negotiation and the Gender Divide by Linda Babcock and Sarah Laschever. Princeton University Press, 2003.

Networking

How to Work a Room by Susan RoAne. HarperResource, 2000.

Networking for Job Search and Career Success by Michelle Tullier. JIST, 2004.

Success Runs in Our Race: The Complete Guide to Effective Networking in the African-American Community by George Fraser. Avon, 1996.

Online Job Search

2500 Keywords to Get You Hired by Jay Block and Michael Betrus. McGraw-Hill, 2003.

Cyberspace Job Search Kit by Mary B. Nemnich and Fred E. Jandt. JIST, 2001.

CAREERROADS by Gerry Crispin and Mark Mehler. MMC Group (annual).

Organizing and Time Management

Complete Idiot's Guide to Overcoming Procrastination by Michelle Tullier. Alpha/Simon & Schuster, 1999.

If You Haven't Got the Time to Do It Right, When Will You Find the Time to Do It Over? by Jeffrey Mayer. Fireside, 1991.

Organizing for the Creative Person by Dorothy Lehmkuhl and Dolores Cotter Lamping. Crown, 1994.

Organizing from the Inside Out by Julie Morgenstern. Owl Books/Henry Holt, 1998.

Organizing Plain and Simple by Donna Smallin. Storey Books, 2002.

Ready, Set, Organize! by Pipi Campbell Peterson. JIST, 2002.

Personality

Do What You Are by Paul Tieger and Barbara Barron-Tieger. Little, Brown, 1995.

The Introvert Advantage: How to Succeed in an Extrovert World by Marti Olsen. Workman Publishing, 2002.

Shyness: A Bold New Approach by Bernardo Carducci. Perennial, 2000.

True Colors by Roger Birkman. Thomas Nelson, 1995.

Portfolios

Career Portfolio Workbook by Frank Satterthwaite and Gary D'Orsi. McGraw-Hill, 2002.

Employment Portfolios by Charles Bostaph and Roland Venderland. Prentice-Hall, 1999.

Your Career and Life Plan Portfolio, Editors at JIST. JIST, 2003.

Professional Associations

Encyclopedia of Associations. Gale Group (annual).

NTPA: National Trade and Professional Association of the United States. Columbia Books (annual).

SRA: State and Regional Associations. Columbia Books (annual).

Recruiting & Staffing—Hiring Perspective

Choosing the Right Person for the Job Every Time by Lori Davila and Louise Kursmark. McGraw-Hill, 2004.

Getting Employees to Fall in Love with Your Company by Jim Harris. AMACOM, 1996.

High Impact Hiring by Dell Still. Management Development Systems, 2001.

The New Strategists: Creating Leaders at All Levels by Stephen J. Wall and Shannon Rye Wall. Free Press, 2003.

Zero Defect Hiring by Walter Anthony Dinteman. Pfeiffer, 2003.

Recruiting & Staffing—Job Seeker's Perspective

Be Hunted: 12 Secrets to Getting on the Headhunter's Radar Screen by Smooch Reynolds. Wiley, 2001.

Headhunters Revealed: Career Secrets for Choosing and Using Professional Recruiters by Darrell Gurney. Hunter Arts, 2000.

Directory of Executive Recruiters by Kennedy Information (Ed.). Kennedy Information (annual).

The Directory of Executive Temporary Placement Firms by Kennedy Publications Staff (Ed.). Kennedy Information, 1999.

Researching Occupations and Industries

200 Best Jobs for College Graduates by Michael Farr and LaVerne Ludden. JIST, 2003.

300 Best Jobs without a Four-year Degree by Michael Farr and LaVerne Ludden. JIST, 2003.

America's 101 Fastest Growing Jobs by Michael Farr. JIST, 2004.

America's Top 300 Jobs by Michael Farr. JIST, 2004.

America's Top 101 Computer and Technical Jobs by Michael Farr. JIST, 2004.

America's Top 101 Jobs for People without a Four-Year Degree by Michael Farr. JIST, 2004.

America's Top 101 Jobs for College Graduates by Michael Farr. JIST, 2004.

Best Careers for Bilingual Latinos by Graciela Kenig. McGraw-Hill, 1998.

Best Jobs for the 21st Century by Michael Farr and LaVerne Ludden. JIST, 2003.

Career Guide to America's Top Industries by Michael Farr. JIST, 2004.

Careers for... series, McGraw-Hill. This series describes various occupations and provides useful resources for breaking into them. Occupations within each title are grouped according to personality types and skill sets. Sample titles: *Careers for Number Crunchers and Other Quantitative Types* by Rebecca Burnett, 2002. *Careers for Caring People and Other Sensitive Types* by Adrian Paradis, 2003. *Careers for Bookworms*

and Other Literary Types by Marjorie Eberts and Margaret Gisler, 2002.

Enhanced Occupational Outlook Handbook by the Editors at JIST. JIST, 2003.

Government Job Finder by Daniel Lauber and Jennifer Atkin. Planning Communications, 2004.

Nonprofits Job Finder by Daniel Lauber. Planning Communications, 2005.

Occupational Outlook Handbook 2004-2005 by the U.S. Department of Labor. JIST, 2004.

*O*NET Dictionary of Occupational Titles* by Michael Farr. JIST, 2004.

Opportunities in... series, McGraw-Hill. This series includes directories that describe the nature of work, typical salaries, advancement opportunities, and useful resources for breaking into various fields, including finance, graphic design, nursing, travel, and many more. Sample title: *Opportunities in Restaurant Careers* by Carol Chemelynski, 2004.

Researching Organizations

NOTE: Many of the books listed in this section are very expensive reference directories that you will probably prefer to use in a library rather than purchase for home use. They are listed here only for your convenience so that you'll know what to look for in libraries. In addition, please keep in mind that the information in these directories becomes dated very quickly (although most are revised annually), so you will also want to rely heavily on the digital resources recommended in the "Researching Organizations" section of the online Bonus Appendix 1.

The Almanac of American Employers by Jack Plunkett. Plunkett Research, 2001.

The Directory of Management Consultants. Kennedy Information, 2003.

Hoover's Handbook of American Businesses 2004. Hoover's Inc., 2003.

Hoover's Handbook of Emerging Companies 2004. Hoover's Inc., 2003.

Hoover's Handbook of Private Companies 2003. Hoover's Inc., 2003.

Job Bank Series (titles for most major U.S. cities). Adams Media (dates vary).

The National Job Bank. Adams Media, 2003.

Standard & Poor's 500 Guide. McGraw-Hill (annual).

Thomas Register of American Manufacturers. Thomas Publishing, 2004.

Résumés—General

America's Top Résumés for America's Top Jobs by Michael Farr and Louise Kursmark. JIST, 2002.

Gallery of Best Résumés by David Noble. JIST, 2004.

The Perfect Résumé by Tom Jackson. Broadway, 2004.

The Quick Résumé & Cover Letter Book by Michael Farr. JIST, 2005.

Résumé Magic by Susan Britton Whitcomb. JIST, 2003.

Same Day Résumé by Michael Farr. JIST, 2004.

Résumés—Specialized

Ace the IT Résumé by Paula Moreira and Robyn Thorpe. McGraw-Hill, 2001.

The Career Change Résumé by Kim Isaacs and Karen Hofferber. McGraw-Hill, 2003.

CareerJournal.com Résumé Guide for \$100,000+ Executive Jobs by William Montag. Wiley, 2002.

Expert Résumés for Health Care Careers by Wendy Enelow and Louise Kursmark. JIST, 2003.

- Expert Résumés for Managers and Executives* by Wendy Enelow and Louise Kursmark. JIST, 2003.
- Expert Résumés for Manufacturing Careers* by Wendy Enelow and Louise Kursmark. JIST, 2002.
- Expert Résumés for Teachers and Educators* by Wendy Enelow and Louise Kursmark. JIST, 2001
- Federal Résumé Guidebook* by Kathryn Kraemer Troutman. JIST, 2004.
- Gallery of Best Résumés for People without a Four-Year Degree* by David Noble. JIST, 2004.
- Prepare Your Curriculum Vitae* by Acy Jackson. McGraw-Hill, 1999.
- Sales and Marketing Résumés for \$100,000 Careers* by Louise Kursmark. JIST, 2004.

Self-Employment/Temping

- The 60-Second Commute: A Guide to Your 24/7 Home Office Life* by Erica Orloff and Kathy Levinson. Financial Times Prentice Hall, 2003.
- Consultant and Independent Contractor Agreements* by Stephen Fishman. Nolo Press, 2004.
- Entrepreneur Magazine's Start Your Own Information Consultant Business* by George Walsh. Entrepreneur Media, 2004.
- Executive Temping* by Saralee Terry Woods. Wiley, 1998.
- Free Agent Nation: The Future of Working for Yourself* by Daniel Pink. Warner, 2002.
- Free to Succeed: Designing the Life You Want in the New Free Economy* by Barbara Reinhold. Plume, 2001.
- Getting Started in Computer Consulting* by Peter Meyer. Wiley, 1999.
- Getting Started in Consulting* by Alan Weiss. Wiley, 2000.
- How to Be a Permanent Temp* by Joan Damico. Career Press, 2001.

How to Succeed as an Independent Consultant by Herman Holtz. Wiley, 2004.

Making Self-Employment Work for People with Disabilities by Cary Griffin and David Hammis. Paul H. Brookes Publishing, 2003.

Self-Employment: From Dream to Reality! by Linda Gilkerson and Theresia M. Paauwe. JIST, 2003.

The Vault Guide to Starting Your Own Business by Jonathan Aspatore. Vault Reports, 2002.

Why Aren't You Your Own Boss? by Paul and Sarah Edwards and Peter Economy. Prima Lifestyles, 2003.

Work at Home Sourcebook by Lynie Arden. Live Oak, 2002.

Working Solo by Terri Lonier. Wiley, 1998.

Students and Recent Grads

Best Résumés for College Students and New Grads by Louise Kursmark. JIST, 2003.

Don't Wait Until You Graduate II by Keith Luscher. New Horizon Press, 2003.

Exploring Careers: A Young Person's Guide to 1,000 Jobs by the Editors at JIST. JIST, 2003.

A Foot in the Door: Networking Your Way into the Hidden Job Market by Katherine Hansen. Ten Speed Press, 2000.

A Fork in the Road: A Career Planning Guide for Young Adults by Susan Maltz and Barbara Grahn. Impact, 2003.

Get it Together by 30 by Richard Thau and Jay Heflin. AMA-COM, 1997.

Kick Off Your Career by Kate Wendleton. Career Press, 2002.

Major in Success by Patrick Combs. Ten Speed Press, 2003.

Networking for Job Search and Career Success by Michelle Tullier. JIST, 2004.

Quick Guide to College Majors and Careers by Laurence Shatkin, Ph.D. JIST, 2002.

Work This Way by Bruce Tulgan. Hyperion, 1998.

Your First Résumé by Ronald Fry. Career Press, 2001.

Work-Life Balance

Becoming a Life Balance Master by Ric Giardina. Beyond Words Publishing, 2003.

Interview Yourself for Working Moms: A Guided Journal by Marci Taub. Careerstyling, 2002.

Reclaiming the Fire: How Successful People Overcome Burnout by Steven Berglas. Random House, 2001.

Stop Screaming at the Microwave: How to Connect Your Disconnected Life by Mary LoVerde. Fireside, 1998.

Toxic Work: How to Overcome Stress, Overload, and Burnout and Revitalize Your Career by Barbara Reinhold. Plume, 1997.

