



JOB HUNTING

A selection of recommended books for a successful job search
Montgomery County-Norristown Public Library

Cover Letters and Resumes

- Asher, Donald. [*The Overnight Resume*](#). 3rd edition. Ten Speed Press, 2010. 650.14 A825o
- Betrus, Michael. [*Perfect Phrases for Cover Letters*](#). McGraw-Hill, 2006. 650.14 B564p
- 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. [*Expert Resumes for Career Changers*](#). 2nd edition. JIST Works, 2010. 650.142 E56e
- Enelow, Wendy. [*Expert Resumes for Computer and Web Jobs*](#). 3rd edition. JIST Works, 2011. 650.142 E56e
- Enelow, Wendy. [*Expert Resumes for Engineers*](#). 2nd edition. JIST Works, 2009. 650.14 E56e
- Enelow, Wendy. [*Expert Resumes for Health Care Careers*](#). 2nd edition. JIST Works, 2010. 650.14 E56e
- Enelow, Wendy. [*Expert Resumes for Military-to-Civilian Transitions*](#). 2nd edition. JIST Works, 2010. 650.14 E56e
- Enelow, Wendy. [*Expert Resumes for Teachers and Educators*](#). 3rd edition. JIST Works, 2011. 650.14 E56e
- Farr, J. Michael. [*The Quick Resume & Cover Letter Book*](#). 5th edition. JIST Works, 2011. 650.14 F239q
- Jewell, Catherine. [*New Resume New Career*](#). Alpha Books, 2010. 650.142 J59n
- McDowell, Gayle Laakmann. [*The Google Resume*](#). Wiley, 2011. 650.142 M138g
- [*Resumes for Re-Entering the Job Market*](#). 3rd edition. McGraw-Hill, 2008. 650.14 R436r
- Salvador, Evelyn. [*Step-by-Step Cover Letters*](#). JIST Works, 2011. 650.142 S182s
- Salvador, Evelyn. [*Step-by-Step Resumes*](#). 2nd edition. JIST Works, 2011. 650.14 S182s

Sarmiento, Kimberly. [*The Complete Guide to Writing Effective Resume Cover Letters*](#). Atlantic Pub. Group, 2009. 650.142 S246c

Schuman, Nancy. [*The Resume and Cover Letter Phrase Book*](#). Adams Media, 2011. 650.142 S392r

Troutman, Kathryn. [*Federal Resume Guidebook: Strategies for Writing a Winning Federal Resume*](#). 5th edition. JIST Works, 2011. 650.14 T861f

Troutman, Kathryn. [*Military to Federal Career Guide: Federal Resume Writing for Veterans*](#). 2nd edition. Resume Place, 2010. 650.14 T861m

Yate, Martin John. [*Knock 'Em Dead Cover Letters*](#). 9th edition. Adams Media, 2010. 650.142 Y31k

Yate, Martin John. [*Knock 'Em Dead Resumes: Standout Advice from America's Leading Job Search Authority*](#). 9th edition. Adams Media, 2010. 650.142 Y31k

Networking

Crompton, Diane. [*Find a Job through Social Networking*](#). 2nd edition. JIST Works, 2011. 650.14 C945f

Darling, Diane. [*The Networking Survival Guide*](#). 2nd edition. McGraw-Hill, 2010. 650.13 D221n

Kramer, Eric. [*101 Successful Networking Strategies*](#). Course Technology, 2012. 650.13 K89o

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

Rosen, Lucy. [*Fast Track Networking*](#). Career Press, 2010. 650.13 R813f

Sweeney, Joe. [*Networking is a Contact Sport*](#). BenBella Books, 2010. 650.13 S974n

Interviewing

Beshara, Tony. [*Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job*](#). AMACOM, 2008. 650.144 B554a

Davis, Brian. [*Top Notch Interviews*](#). Career Press, 2010. 650.144 D261t

DeLuca, Matthew. [*Best Answers to the 201 Most Frequently Asked Interview Questions*](#). McGraw-Hill, 2010. 650.144 D366b

Farr, J. Michael. [*Next-Day Job Interview: Prepare Tonight and Get the Job Tomorrow*](#). 2nd edition. JIST Works, 2009. 650.14 F239n

Fry, Ronald. [*Ask the Right Questions, Hire the Best People*](#). 3rd edition. Career Press, 2010. 658.3112 F947a

Fry, Ronald. [101 Great Answers to the Toughest Interview Questions](#). 6th edition. Course Technology/Cengage Learning, 2009. 650.144 F947o

Fry, Ronald. [101 Smart Questions to Ask on Your Interview](#). 3rd edition. Course Technology, 2009. 650.14 F947o

Hawley, Casey Fitts. [100+ Winning Answers to the Toughest Interview Questions](#). 2nd 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

Kador, John. [301 Best Questions to Ask on Your Interview](#). 2nd edition. McGraw-Hill, 2010. 650.144 K11t

Kramer, Eric. [101 Successful Interviewing Strategies](#). Course Technology, 2012. 331.128 K89o

Krannich, Caryl Rae. [The Ex-Offender's Job Interview Guide](#). Impact Publications, 2009. 650.14 K89e

Piotrowski, Katy. [The Career Coward's Guide to Interviewing: Sensible Strategies for Overcoming Job Search Fears](#). JIST Works, 2007. 650.144 P662c

Vega, Lizandra. [The Image of Success: Make a Great Impression and Land the Job You Want](#). AMACOM, 2010. 650.14 V422i

Whitcomb, Susan Britton. [Interview Magic: Job Interview Secrets from America's Career and Life Coach](#). 2nd edition. JIST Works, 2008. 650.14 W581i

Williams, Pat. [Nail It!: 10 Secrets for Winning the Job Interview](#). Advantage, 2010. 650.144 W726n

Unemployment

Baur, Jean. [Eliminated! Now What?](#) JIST Works, 2011. 650.14 B344e

Deems, Richard. [Make Job Loss Work for You: Get over It and Get Your Career Back on Track](#). JIST Works, 2010. 650.14 D311m

Epstein, Lita. [Surviving a Layoff](#). Adams Media, 2009. 658.3134 E64s

Fontana, P. K. [What to Do When You are Fired or Laid Off](#). Atlantic Pub. Group, 2010. 344.0125 F679w

Finney, Martha. [Rebound: A Proven Plan for Starting over after Job Loss](#). FT Press, 2009. 650.14 F514r

Johnson, Tory. [Fired to Hired](#). Berkley Books, 2009. 650.14 J69f

Martini, Kitty. [Thank You for Firing Me!: How to Catch the Next Wave of Success after You Lose Your Job](#). Sterling Pub. Co., 2010. 650.14 M386t

Twerski, Abraham. [Without a Job, Who Am I?](#) Hazelden, 2009. 155.93 T971w

Wolfelt, Alan. [Healing after Job Loss](#). Companion Press, 2010. 155.93 W855h

Job Searching and Career Development

Ackerman, Thomas. [FBI Careers: The Ultimate Guide to Landing a Job as One of America's Finest](#). 3rd edition. JIST Works, 2010. 363.2502 A182f

Asher, Donald. [Cracking the Hidden Job Market](#). Ten Speed Press, 2011. 650.14 A825c

Bennington, Emily. [Effective Immediately: How to Fit in, Stand out, and Move up at Your First Real Job](#). Ten Speed Press, 2010. 650.1 B472e

Beshara, Tony. [The Job Search Solution: The Ultimate System for Finding a Great Job Now](#). 2nd edition. AMACOM, 2012. 650.14 B554j

Bolles, Richard Nelson. [What Color is Your Parachute?](#) Ten Speed Press, 2013. 331.128 B691w

Breitbarth, Wayne. [The Power Formula for LinkedIn Success: Kick-Start Your Business, Brand, and Job Search](#). Greenleaf Book Group Press, 2011. 658.0546 B835p

Brooks, Katharine. [You Majored in What?: Mapping Your Path from Chaos to Career](#). Viking, 2009. 650.14 B873y

Cenedella, Marc. [You're Better than Your Job Search](#). TheLadders, 2010. 650.14 C395y

Cohen, Jeff. [The Complete Idiot's Guide to Recession-Proof Careers](#). Alpha, 2010. 331.702 C678c

Cripe, Edward. [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. [The Book of U.S. Government Jobs: Where They are, What's Available, and How to Complete a Federal Resume](#). 11th edition. Bookhaven Press, 2011. 331.1241 D165b

DiMenichi, Sharlee. [The Complete Guide to Joining the Peace Corps](#). Atlantic Pub. Group, 2011. 361.6023 D582c

Dodd, Laura. [Dig This Gig: Find Your Dream Job—or Invent It](#). Citadel Press, 2011. 650.14 D639d

[EZ Occupational Outlook Handbook](#). 2nd edition. JIST Pub., 2011. 331.7 E99e

Farley, Janet. [Military-to-Civilian Career Transition Guide: The Essential Job Search Handbook for Service Members](#). 2nd edition. Jist Works, 2010. 650.14 F231m

Farr, J. Michael. [50 Best Jobs for Your Personality](#). 2nd 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](#). 11th edition. JIST Works, 2010. 331.702 F239o

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

[*Fearless Job Hunting.*](#) New Harbinger Publications, 2010. 650.14 F288f

Fideler, Elizabeth. [*Women Still at Work: Professionals over Sixty and on the Job.*](#) Rowman & Littlefield Publishers, 2012. 331.4084 F451w

Friedman, Caitlin. [*The Girl's Guide to Kicking Your Career into Gear.*](#) Broadway Books, 2008. 331.702 F911g

Geary, Gail. [*Your Next Career: Do What You've Always Wanted to Do.*](#) 2nd edition. JIST Works, 2010. 650.14 G292y

Greene, Brenda. [*The Web 2.0 Job Finder.*](#) Career Press, 2011. 650.14 G799w

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

Griffin, Jack. [*How to Say It.*](#) Prentice Hall Press, 2011. 650.13 G851h

Gunelius, Susan. [*The Complete Idiot's Guide to LinkedIn.*](#) Alpha Books, 2012. 658.311 G975c

Harris, Carla. [*Expect to Win: Proven Strategies from a Wall Street Vet.*](#) Hudson Street Press, 2009. 650.1 H313e

Hellmann, Robert. [*Your Social Media Job Search: Use LinkedIn, Twitter, and Other Tools to Get the Job You Want.*](#) Robert Hellmann LLC, 2010. 650.14 H478y

Hill, Janelle. [*Life after the Military: A Handbook for Transitioning Veterans.*](#) Government Institutes, 2011. 650.1086 H646L

Hoffman, Reid. [*The Start-Up of You: Adapt to the Future, Invest in Yourself, and Transform Your Career.*](#) Crown Business, 2012. 650.1 H711s

Holland, R. William. [*Cracking the New Job Market: The 7 Rules for Getting Hired in Any Economy.*](#) AMACOM, 2012. 650.14 H736c

Hurzeler, Donald. [*The Way Up: How to Keep Your Career Moving in the Right Direction.*](#) Greenleaf Book Group Press, 2011. 650.14 H967w

Ireland, Karin. [*The Job Survival Instruction Book.*](#) 3rd edition. Course Technology, 2011. 650.1 I65j

Johnson Mandell, Lisa. [*Career Comeback.*](#) Springboard Press, 2010. 650.14 J68c

Joiner, Steven. [*The Idealist Guide to Nonprofit Careers for Sector Switches.*](#) Hundreds of Heads Books, 2008. 331.702 J74i

Kappesser, Lisa Caldas. [*The Smart New Way to Get Hired: Use Emotional Intelligence and Land the Right Job.*](#) JIST Works, 2010. 650.14 K17s

Kitson, Michael. [*How to Keep Your Job in a Tough Competitive Market: 101 Strategies You Can Use Today.*](#) Adams Business, 2009. 650.1 K62h

Kleiman, Jessica. [*Be Your Own Best Publicist.*](#) Career Press, 2011. 650.1 K63b

Lassiter, Pam. [*The New Job Security.*](#) Revised edition. Ten Speed Press, 2010. 650.1 L347n

Leibman, Pete. [*I Got My Dream Job and So Can You: 7 Steps to Creating Your Ideal Career after College.*](#) AMACOM, 2012. 650.14 L525i

Mackay, Harvey. [*Use Your Head to Get Your Foot in the Door: Job Search Secrets No One Else Will Tell You.*](#) Portfolio, 2010. 650.14 M153u

Mangelsdorf, Martha. [*Strategies for Successful Career Change: Finding Your Very Best Next Work Life.*](#) Ten Speed Press, 2009. 650.14 M277s

Miedaner, Talane. [*Coach Yourself to a New Career.*](#) McGraw-Hill, 2010. 650.14 M631c

Mitchell, Pamela. [*The 10 Laws of Career Reinvention.*](#) Prentice Hall Press, 2011. 650.14 M682t

Pounds, Marcia. [*I Found a Job!*](#) JIST Works, 2011. 650.14 P876i

Riccoboni, Adam. [*The Art of Selling Yourself: The Simple Step-by-Step Process for Success in Business and Life.*](#) Jeremy P. Tarcher/Penguin, 2012. 650.1 R494a

Rigdon, L. [*How to Change Your Career and Do the Work You Really Love.*](#) Atlantic Pub. Group, 2010. 650.14 R567h

Rowh, Mark. [*Community College Companion.*](#) JIST Works, 2011. 378.198 R881c

Ruck, Janet. [*Find Your Federal Job Fit.*](#) JIST Works, 2012. 351.023 R911f

Rutledge, Patrice-Anne. [*Sams Teach Yourself LinkedIn in 10 Minutes.*](#) 2nd edition. Sams, 2011. 658.311 R981s

Ryan, Daniel. [*Job Search Handbook for People with Disabilities.*](#) 3rd edition. JIST Works, 2011. 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

Schuh, Lexi. [*How to Get the Promotion You Want in 90 Days or Less.*](#) Atlantic Pub. Group, 2009. 650.14 S385p

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

Shatkin, Laurence. [*200 Best Jobs for Renewing America.*](#) JIST Works, 2010. 331.702 S533t

Siebert, Al. [*The Adult Student's Guide to Survival & Success*](#). Practical Psychology Press, 2008. 378.198 S571a

Silvis, Carol. [*Job Hunting after 50*](#). Course Technology, 2012. 650.04 S587j

Sise, Katharine. [*Creative Girl: The Ultimate Guide for Turning Talent and Creativity into a Real Career*](#). Running Press, 2010. 650.1082 S622c

[*Thriving in the Workplace All-in-One for Dummies*](#). Wiley Publishing, 2010. 650.1 T529t

Troutman, Kathryn. [*Jobseeker's Guide: Navigating the Federal Job System for Transitioning Military Personnel and Family Members of Active Duty Military*](#). 4th edition. Resume Place, 2010. 325.63 T861j

Whitcomb, Susan. [*The Twitter Job Search Guide*](#). JIST Works, 2010. 650.14 W581t

Wischnitzer, Saul. [*Top 100 Health-Care Careers*](#). 3rd edition. JIST Pub., 2011. 610.69 W811t

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

Negotiating

Bailey, Jan. [*Getting a Raise Made Easy*](#). VGM Career Horizons, 1996. 650.14 M444g

Brzezinski, Mika. [*Knowing Your Value: Women, Money, and Getting What You're Worth*](#). Weinstein Books, 2010. 650.12 B916k

Chapman, Jack. [*Negotiating Your Salary: How to Make \\$1,000 a Minute*](#). 6th edition. Ten Speed Press, 2008. 650.14 C466n

Diamond, Stuart. [*Getting More: How to Negotiate to Achieve Your Goals in the Real World*](#). Crown Business, 2010. 302.3 D537g

Goodman, Peter. [*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

Hawley, Casey Fitts. [*10 Make-or-Break Career Moments: Navigate, Negotiate, and Communicate for Success*](#). Ten Speed Press, 2010. 650.1 H396t

Hopkinson, Jim. [*Salary Tutor: Learn the Salary Negotiation Secrets No One Ever Taught You*](#). Business Plus, 2011. 331.21 H797s

Hutson, Don. [*The One Minute Negotiator: Simple Steps to Reach Better Agreements: More Success with Less Stress*](#). Berrett-Koehler Publishers, 2010. 658.4052 H981o

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Porot, Daniel. [101 Salary Secrets: How to Negotiate Like a Pro.](#) Ten Speed Press, 2000. 650.12 P836o

Tracy, Brian. [Earn What You're Really Worth: Maximize Your Income at Any Time in Any Market.](#)
Vanguard Press, 2012. 650.1 T761e

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