

Career Management Library Recommended Books

July 2001, John L. Granger

Foreward

Most career guidance counselors would agree that the average working American will change careers at least 3 to 4 times in his or her lifetime.

Literally hundreds of self-help books - most of them quite good - have been written to assist job seekers in various stages of their career development. In fact, choosing from among the plethora of choices available from e-bookstores such as Amazon.com can be daunting to even the most intrepid job seeker.

This compilation is intended to assist the reader by identifying some of the very best books available, based upon:

- Reviews of formal and informal evaluations by editors and book buyers on Amazon.com, FatBrain.com, and Barnesandnoble.com
- Sales volume
- My own personal preference.

Recommendations are presented in subsections which mirror the natural progress of the job seeker's professional life, starting with career research, to preparing a resume and interviewing, to developing yourself and/or others on the job, and finally to ongoing career management and managing transitions from one job or career to the next.

If you are reading a soft copy of this document, and have access to the Internet, you can click on the author's name in the book description to read more about it online. You can then search for additional books by the same author, or search for books on the same topic by different authors.

To obtain a softcopy of this document, you are invited to visit my website at <http://www.jkgranger.com> and browse to the Work section.

Books to Help You Research Careers

This section is appropriate for those who have not yet entered the job market, or who are working and are thinking of changing careers. You might start with an overview of the job market (e.g., *America's Top 300 Jobs*), then begin to narrow your research focus according to the type of industry selected (e.g., *The Vault.com Career Guide to the High Tech Industry*). This is also a good time to do a self-assessment to see how your personality and interests match up with various possible career choices (e.g., *Do What You Are*).

Books to Help You Land Your Dream Job

Once you've identified your target industry, you'll need to hone your job-seeking skills to optimize your chances of landing the perfect job. Some of these topics include:

- Creating your resume(s)
- Writing cover letters

- Online job searching, networking, and company research
- Dealing with executive search firms
- Tapping the hidden job market
- Tips on negotiating the very best salary and benefits package

Books to Help You Succeed on the Job

So you've landed your dream job – congratulations! When should you start looking for your next job? The sooner the better! In the meantime, you'll want to take advantage of every opportunity to develop your skills to continually enhance your marketability. Learn how to read people like a book; analyze and develop your competencies or those of people you manage; harness change as a positive force for your development and that of the organization; reduce stress and learn to recognize behaviors that sabotage your opportunity for growth.

Books to Help You Manage Job Transitions and Your Career

Like it or not, career management is a life-long process for most of us. Learning how to manage your career actively and continuously, rather than in fits and starts, or when mandated by a sudden job loss, is the key to success. While some books in this section deal with the subject of job transitions, others are appropriate for anyone developing a career plan at any stage, including the beginning – thus, we've come full circle.

Tips for Buying Books Online

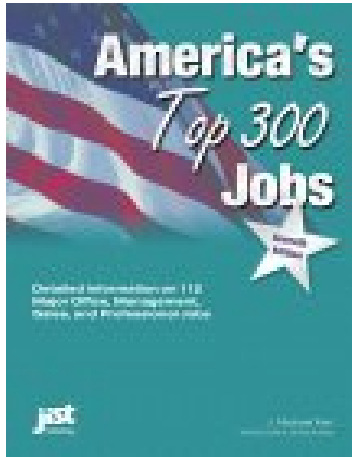
Always compare prices between your favorite vendors. Avoid buying from the same vendor all the time. Special offers change frequently, so it pays to check back often.

Vendor	Features	Advantages
Amazon.com (www.amazon.com)	<ul style="list-style-type: none"> • ListMania lists of favorite books in specific genres created by publishers and individuals. • Extensive book reviews. • Links to similar books by different authors. • Links to additional books by same author. 	<ul style="list-style-type: none"> • Free Shipping offers vary by quantity. • Able to purchase slightly used copies at greatly reduced prices. • Broad selection of books, music, DVDs, video.
FatBrain.com (www.fatbrain.com)	<ul style="list-style-type: none"> • Extensive book reviews. • Links to similar books • Links to additional books by same author. • Good source for computer science & engineering resources. 	<ul style="list-style-type: none"> • Free Shipping with corporate discount code. • Offers training and certification products
Barnes and Noble (www.barnesandnoble.com)	<ul style="list-style-type: none"> • Limited book reviews. • Links to similar books. • Links to additional books by same author. 	<ul style="list-style-type: none"> • Free Shipping with the purchase of 2 or more books. • Readers Advantage program • Broad selection of books, music, DVDs, video.

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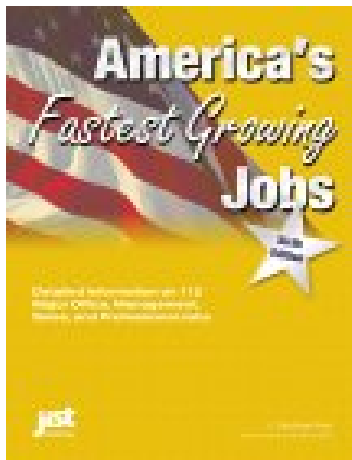
Books to Help You Research Careers



America's Top 300 Jobs : A Complete Career Handbook (America's Top 300 Jobs, 7th Ed)

Paperback - 570 pages 7th edition (May 2000)
Jist Works; ISBN: 1563707179; Amazon.com price \$15.16

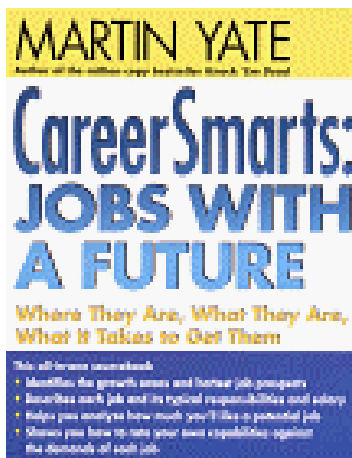
Based on extensive market research from the U.S. Department of Labor, this classic job information resource offers easy-to-read descriptions regarding job skills, education requirements, advancement opportunities, and salary data. Also contains a special section on growth projections for the 500 largest jobs through the year 2005. "a great resource if you're looking to get started searching for a job. Also consider Vault Reports, which tend to contain editorial info about the job and helps narrow your job search.



America's Fastest Growing Jobs : Detailed Information on the 140 Fastest Growing Jobs in Our Economy (America's Fastest Growing Jobs, 6th Ed)

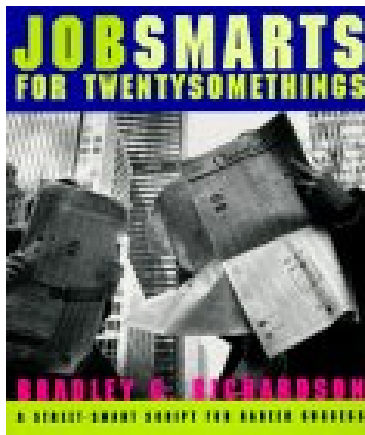
by [J. Michael Farr](#)
Paperback - 438 pages 6th edition (October 2000)
Jist Works; ISBN: 1563707187; Amazon.com price \$13.56

A thorough and up-to-date description for the 138 fastest growing jobs in our economy, detailing working conditions, earnings, educational requirements, projected growth, & related jobs. Contains results-oriented advice on planning your ideal career and getting a good job in less time.



CareerSmarts: Jobs with a Future

by [Martin Yate](#)
Paperback - 484 pages (February 1997)
Ballantine Books (Trd Pap); ISBN: 0345395956 Amazon.com price \$11.96
Martin Yate's *CareerSmarts: Jobs with a Future* is about finding work, but it's aimed not so much at the entry-level job-seeker as the downsized or dissatisfied employee who needs or wants to make an occupational change that will be compatible with today's aspirations and tomorrow's demands. The first part examines ways to establish a viable career direction; the second offers analysis of more than 175 opportunities in health care, technology, business and professional services, and public service. For those looking for work, changing careers, or contemplating their future, this book will be an essential reference.



Jobsmarts for Twentysomethings

by [Bradley G. Richardson](#)

Paperback - 407 pages (April 1995)

Vintage Books; ISBN: 0679757171; Amazon.com price \$12.00

The brainchild of Bradley Richardson, an entrepreneur who at 28, became president of his own company, this simple guide to job hunting and career planning is packed with firsthand advice from successful twentysomethings. Savvy, pragmatic, and even fun to read with great cartoons, this book is the next best thing to a trust fund. An appendix includes what he calls "Cliff Notes" profiles of a selected group of major careers: advertising, banking, engineering, etc.



The Vault.com Career Guide to the High Tech Industry

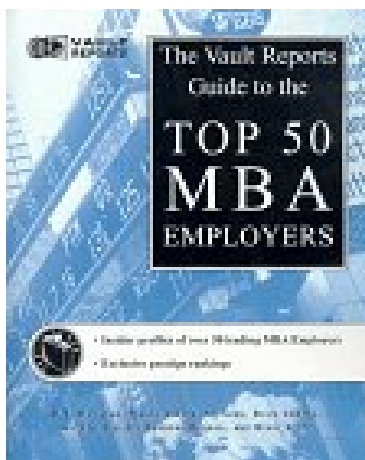
by [Vault.com](#), [Vault Reports](#)

Paperback - 448 pages (June 1, 1998)

VaultReports.com; ISBN: 1581310439; Amazon.com price \$24.50

A review of America's top computer, software, and Internet employers, from Silicon Valley to Silicon Alley. Includes information on each company's history, business, departments, hiring process, culture, benefits, pay, and more. Enriched with responses from thousands of insider interviews. Also includes sidebars offering career advice and inspirational stories of celebrities and CEOs.

"Cliff notes for careers... fun reads, edgy details." – Forbes Magazine
Vault Reports also publishes individual analyses of many top employers (search on Vault Reports on Amazon.com for a listing.)



Top 50 MBA Employers: The Vault.com Guide to the Top 50 MBA Employers

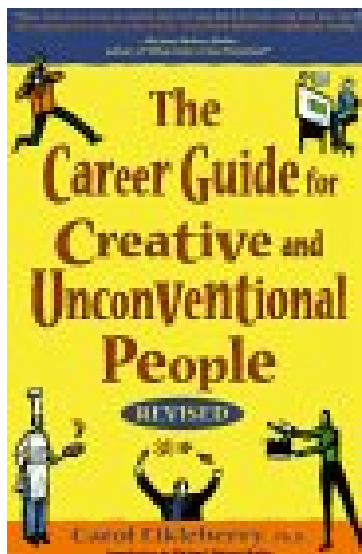
by [H. S. Hamadeh](#), [an Gillies](#), [Vault Reports](#)

by [Bruce R. Elbert](#)

Paperback - 300 pages (June 1, 1998)

VaultReports.com; ISBN: 1581310404; Amazon.com price \$35.00

VaultReports, the online recruiting company and leading publisher of insider information on corporate America, offers the first-ever prestige ranking of MBA employers. Vault Reports MBA 50 is based on VaultReports's exclusive, detailed surveying of 256 alumni from the nation's leading MBA programs. The ranking offers a fascinating look at the pecking order of leading MBA employers as perceived by recent MBA alumni.



The Career Guide for Creative and Unconventional People

by [Carol Eikleberry](#), [Richard Nelson Bolles](#)

Paperback - 216 pages Revised edition (May 1999)

Ten Speed Press; ISBN: 1580080758; Amazon.com price \$9.56

Don't Give Up Your Dreams to live in the "real world." Too many artists, writers, dancers, and creative people of all kinds give up the work they love in order to pay the rent. Career counselor and free spirit Carol Eikleberry shows you how you can use your talents to make money and support your creative expression. Doubt that you can really earn a living using your creative skills? Heard comments like "You can't make a living doing that" or "Be sure to keep your day job?" So had Carol's clients, and with her help--the same encouragement and innovative tools you'll find in this fun-to-read book--they are now happily, creatively employed.



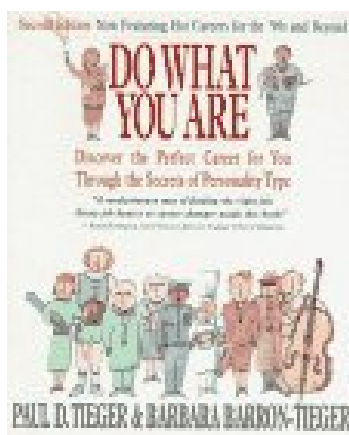
100 Best Careers for the 21st Century, 2nd Ed)

by [Shelly Field](#)

Paperback - 305 pages 2nd edition (January 2000)

Arco Pub; ISBN: 0028635396; Amazon.com price \$12.76

For young people everywhere who want to pick an exciting career, here's an expert's list of all the best choices. This carefully researched guide describes scores of attractive jobs opportunities in the career areas expected to grow fastest in the first decade of the next century. For each, she provides a job description, earning range, recommended education and training, and necessary skills, personality traits, experience, and qualifications. She then spends a couple pages discussing just what the job is like, what the employment opportunities are, and what the future holds for that position.



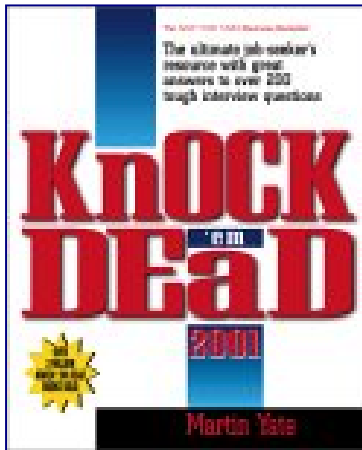
Do What You Are : Discover the Perfect Career for You Through the Secrets of Personality Type

by [Paul D. Tieger](#), [Barbara Barron-Tieger](#)

Paperback - 350 pages 2nd edition (September 1995)

Little Brown & Co (Pap); ISBN: 0316845221; Amazon.com price \$18.95

For over 10 years, *Do What You Are* has helped hundreds of thousands of people find the job that suits their personality type best. Using workbook exercises, the book provides specific job search strategies, including information on how to harness the power of the Internet to conduct the most efficient and effective job search. It lists the wide array of occupations that are popular with your personality type, including today's hottest career tracks in growth areas such as e-commerce, biotechnology, new media, and telecommunications. Throughout, the authors provide savvy career advice and highlight the strengths and pitfalls of each personality type with real-life examples.



Knock 'em Dead 2001: The Ultimate Job-Seeker's Resource with Great Answers to over 200 Tough Interview Questions

By [Martin John Yate, Adams Media Corporation](#)

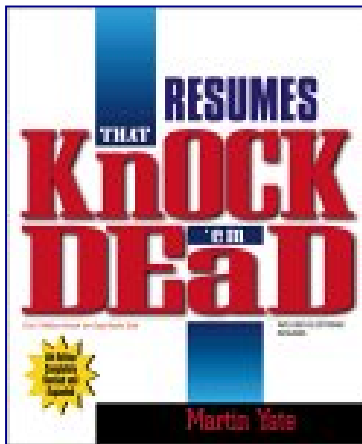
Paperback - 352 pages (November 2000)

Adams Media Corporation; ISBN: 1580624219 Amazon.com price \$10.36

In *Knock 'em Dead*, bestselling author Martin Yate gives you the best answers to scores of difficult interview questions-along with proven advice on every aspect of today's job search, including:

- Online job searching, networking, and company research
- Dealing with executive search firms
- Tapping the hidden job market
- Tips on negotiating the very best salary and benefits package

An extensive list of resources can be found in the book's appendix.



Resumes That Knock 'Em Dead 2000

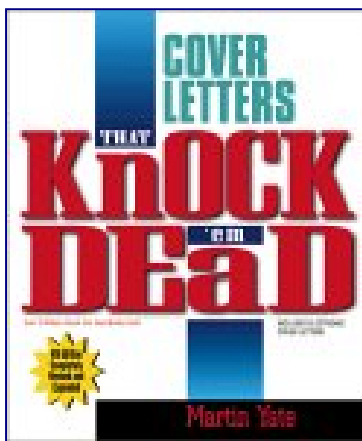
by [Martin John Yate](#)

Paperback - 304 pages 4th edition (November 2000)

Adams Media Corporation; ISBN: 1580624227; Amazon.com price \$8.76

When a potential employer scans your resume what is he looking for? Will your resume have what it takes to get the interview? Learn how to:

- Turn the plain facts of your skills and background into a powerful sales pitch.
- Make your resume stand out, catch an employer's attention and make them want to hire you.
- Create an electronic resume - and take advantage of the latest techniques in online job-hunting



Cover Letters That Knock 'Em Dead 2000

by [Martin John Yate](#)

Paperback - 304 pages 4th Rev&ex edition (November 2000)

Adams Media Corporation; ISBN: 1580624235; Amazon.com price \$8.76

When a hiring manager works his way through a stack of job applications what will catch his eye? Learn to create a compelling cover letter that will open the doors to the job interviews you want.

- Discover what employers are looking for - and the words and phrases that will help you stand out from the crowd.
- Learn how to customize letter to make employers want to know more about you.
- Apply proven techniques for getting your message across in seconds.



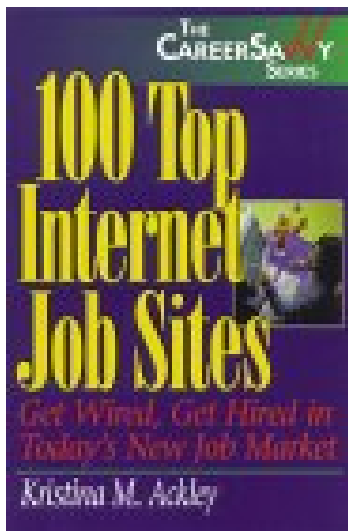
Dynamic Cover Letters for New Graduates

by [Katharine Hansen](#)

Paperback - 192 pages (May 1998)

Ten Speed Press; ISBN: 0898159849 ; Amazon.com price \$8.95

In this all-new book, the author of the bestselling "Dynamic Cover Letters" tailors her excellent advice to that most vulnerable of job seekers, the college graduate, offering tips for cover letters that get results. The book is unique because it is targeted to college students. It offers them the same basics of cover-letter writing that Dynamic Cover Letters does, but far beyond the fundamentals, it describes the Top Ten ways that college students in particular can write effective cover letters.



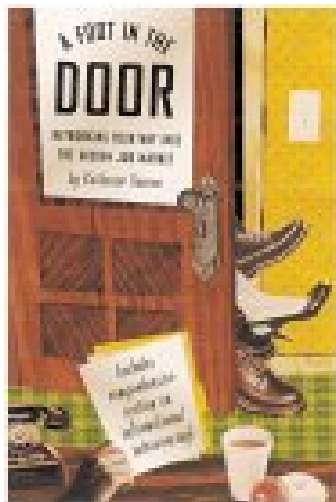
100 Top Internet Job Sites: Get Wired, Get Hired in Today's New Job Market

by [Kristina M. Ackley](#)

Paperback - 131 pages 1st edition (March 15, 2000)

Impact Pubns; ISBN: 1570231281; Amazon.com price \$12.95

Job seekers who use the Internet have distinct advantages over those who are not Internet savvy. Not only can they access valuable online job listings, they also can quickly find numerous career- building tools-- many for free! Here's the first book to explore the Internet job search process beyond just a listing of popular job and resume posting sites. Discover how to turn the Internet into your private career counselor for developing key job search skills, from self-assessment and writing resumes and cover letters to networking, interviewing, and negotiating salary.



A Foot in the Door : Networking Your Way into the Hidden Job Market

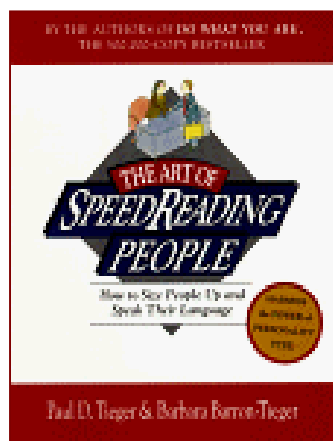
by [Katharine Hansen](#)

Paperback - 192 pages (May 2000)

Ten Speed Press; ISBN: 1580081401; Amazon.com price \$11.96

Because over 80 percent of job openings go unadvertised, poring over the classifieds is a hopelessly ineffective way to find a new job. Career counselors hype "networking" as the most effective means of uncovering hidden career opportunities, but for job hunters who are new to an industry or the job market in general, this advice begs the question: "Where to begin?" Enter career expert and bestselling author Katharine Hansen who turns her attention to the fine art of networking in *A Foot in the Door*. Essential reading for the resourceful job hunter, this indispensable tool reveals the ins, outs, dos, and don'ts of getting that foot in the door and kicking it wide open!

Books to Help You Succeed on the Job



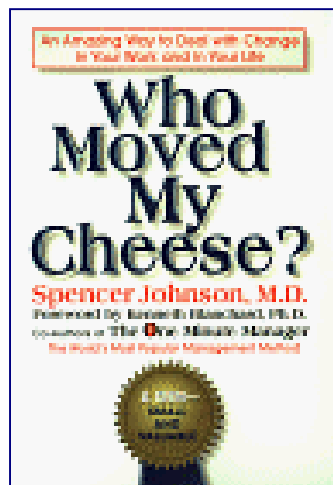
The Art of Speedreading People : How to Size People Up and Speak Their Language

by [Paul D. Tieger](#), [Barbara Barron-Tieger](#), [Marly A. Swick](#)

Paperback - 208 pages 1st little edition (February 1999)

Little Brown & Co (Pap); ISBN: 0316845183; Amazon.com price \$12.80

Do you communicate ineffectively with some people and powerfully with others? The reason may be a difference in personalities and communication preferences. *The Art of Speedreading People* is a crash course in communication strategies, showing you how to observe behavioral clues to gain valuable insights into people's personalities and communication styles. The result: you become a more effective and convincing communicator, and you are more likely to receive the response you want.



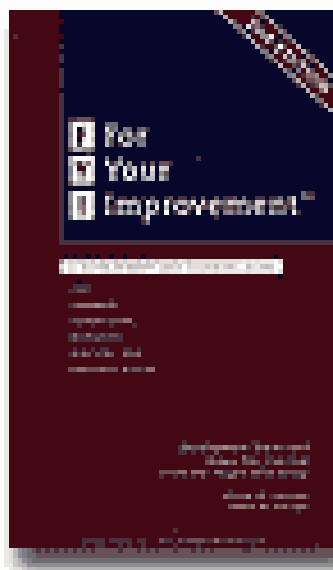
Who Moved My Cheese? : An Amazing Way to Deal With Change in Your Work and in Your Life

by [Spencer Johnson](#), [Kenneth H. Blanchard](#)

Hardcover - 94 pages (September 1998)

Putnam Pub Group (Paper); ISBN: 0399144463; Amazon.com price \$11.97

Change can be a blessing or a curse, depending on your perspective. The authors present this parable to business, church groups, schools, military organizations--anyplace where you find people who may fear or resist change. And although more analytical and skeptical readers may find the tale a little too simplistic, its beauty is that it sums up all natural history in just 94 pages: Things change. They always have changed and always will change. And while there's no single way to deal with change, the consequence of pretending change won't happen is always the same: The cheese runs out.



FYI for Your Improvement Handbook: A Development and Coaching Guide

by [Katharine Hansen](#)

Paperback - 596 pages (January 2000, 3rd Edition)

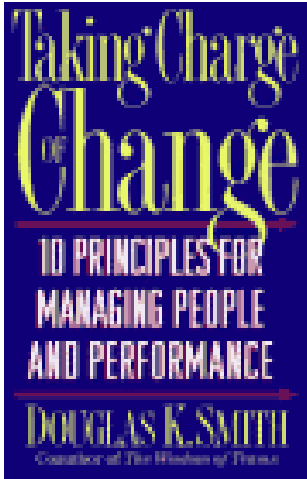
Lominger Limited, Incorporated; ISBN: 0965571238; price \$70.00

Order from the Center for Creative Leadership: <http://www.ccl.org/>

This book of over 5,000 development tips was designed for any motivated person with a need to develop new personal competencies, whether at work or in one's personal life. There are four conditions under which development might be called for:

1. You are average in a skill that needs to be higher.
2. You are weak (unskilled) in an important area.
3. You are untested (maybe unskilled) in an important area.
4. You overuse or overdo a strength to the point that it is causing problems for you.

The tips are designed to help people get started quickly and see results as soon as they begin executing the tips.



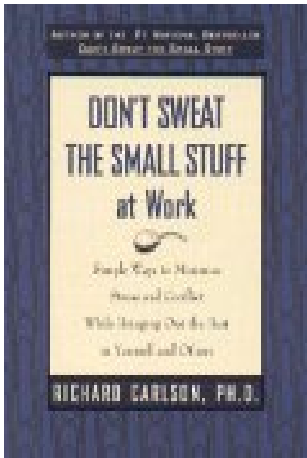
Taking Charge of Change : 10 Principles for Managing People and Performance

by [Douglas K. Smith](#)

Paperback - 336 pages (May 1997)

Perseus Pr; ISBN: 0201916045; Amazon.com price \$13.60

Cooking up great ideas of how things ought to be is easy. Getting things to actually change is a different matter, especially in large, complex organizations. The meeting about “the new vision” goes over fine, then everyone drifts back to his or her office and *nothing changes*. This book provides the diagnostic tools managers need to assess their particular needs for change, and the tool kit required to implement the changes one wants to see.



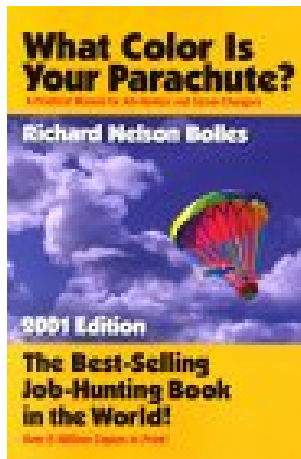
Don't Sweat the Small Stuff at Work

by [Richard Carlson](#)

Paperback - 284 pages (November 18, 1998)

Hyperion (Adult Trd Pap); ISBN: 0786883367; Amazon.com price \$9.56

Carlson shows readers how to interact more peaceably and joyfully with colleagues, clients, and bosses and reveals tips to minimize stress and bring out the best in themselves and others. According to one reviewer, “This book provides gentle, insightful wisdom into modifying the only things you can control: your own outlook, and your own behavior. It is written so that virtually anyone can understand it, and yet it contains brilliant insights and what one might call “ultimate truths.” Some of them are so obvious that it's disconcerting I couldn't identify them by myself; others are more transcendental, and Carlson very sagely unveils the phenomenon and associated principles.”



What Color Is Your Parachute? 2001 : A Practical Manual for Job-Hunters and Career-Changers

by [Richard Nelson Bolles](#)

Paperback - 344 pages (October 2000)

Ten Speed Press; ISBN: 1580082424 ; Amazon.com price \$13.56

For nearly 30 years, "What Color Is Your Parachute?" has been the guiding light for those in pursuit of satisfying and fulfilling employment. This year's edition has been completely revised and rewritten and is designed to work in conjunction with the book's Web site. Packed with time-tested advice, this book works as a good companion for those just starting out in the "real world" as well as for those who are thinking seriously about a career change.



The Lifetime Career Manager : New Strategies for a New Era

By [James C. Cabrera](#) and [Charles F. Albrecht, Jr.](#)

Paperback - 253 pages (1999)

DBM Publishing; ISBN: 0781002672; \$6.95

<http://www.dbm.com/about/bookstore/classics.html>

This outstanding career-planning guide proves that, despite today's unpredictable corporate environment, it's still possible for employees to aggressively manage their careers and take control of their professional destinies. It offers a seven-step process for career planning and tips on how to become a lifelong expert in career management.



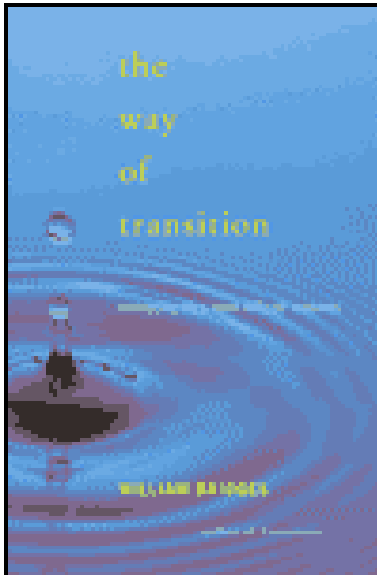
JobShift: How to Prosper in a Workplace without Jobs

By [William P. Bridges](#)

Hardcover - 257 pages (September 1994)

Addison Wesley Longman, Inc.; ISBN: 0201626675; Amazon used price \$6.80 and up

The bad news, according to this ground-breaking book by top consultant William Bridges, is that jobs are disappearing. The good news is that a job isn't the only way that people work to earn a good living. In fact, it's no longer the best way. Our idea of a "job" was invented during the Industrial Revolution, and is out of synch with today's technological and economic forces. JobShift shows how we can thrive in our de-jobbed future. Its "Career Guide for the 21st-Century Worker" will help you to rethink your work so you can create your own "job security."



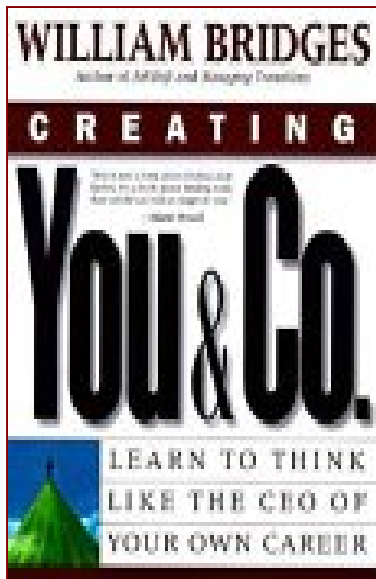
The Way of Transition: Embracing Life's Most Difficult Moments

by [William Bridges](#)

Hardcover - 224 pages (December 26, 2000)

Perseus Books; ISBN: 0738204102; Amazon price \$17.50

Overall, this is a book that offers an abundance of insights without faltering into self-help clichés or specific how-to advice. Instead, Bridges examines the events that bring about transition (marriage, death, change of vocation, tragedy, and crisis) and why it's so important to fully experience these transitions and how they offer opportunities for closure as well as launch pads for enormous personal growth. Eloquently explaining the mechanics of transition through his own moving story, Bridges demonstrates how disillusionment, sorrow, or confusion can blossom into a time of incredible creativity and contentment, highlighting the profound significance and true value of endings in our lives.



Creating You & Co : Learn to Think Like the Ceo of Your Own Career

by [William Bridges](#)

Paperback - 208 pages (October 1998)

Perseus Pr; ISBN: 0738200328; Amazon price \$12.80

Creating You & Co. provides self-assessment tests that help you to identify your Desires, Abilities, Temperament, and Assets. This "D.A.T.A." is more than a window to what you like doing; it reveals your unique advantages in the work market. Other exercises lead you through the process of defining your "product" and spotting your "market." By the end of this book, you'll think about your work in a new way-you'll think like the CEO of "You & Co." As Bridges shows, true security comes not from clinging to a job, but from doing the work you're best at for the employers who need it. By learning that approach you can cement your value to your current employer, shape a new job for yourself, actually start a small company, or blaze your own path.