

# Career Resource Library

*CPCCC Career Services, updated: 08.29.2006*

<b>Category</b>	<b>Title</b>	<b>Author</b>	<b>Year</b>
<b>Books</b>			
<b>Career Assessment</b>			
	Do What You Are	Tieger & Tieger	2001
	Gifts Differing	Briggs/Myers	1995
	It Takes All Types	Brownsword	1999
	Please Understand Me II	Keirse	1998
	Type Talk at Work/How the 16 Personality Types Determine Your Success on the Job	Kroeger	2002
	Work Types	Kummerow	1997
	Working Together	Isachsen	1988
<b>Career Exploration</b>			
	Best Careers for Bilingual Latinos	Kenig	1999
	Best Entry-Level Jobs, 2005-2006	Lieber & Meltzer	2005
	Career Exploration on the Internet: 2nd Edition	Gabler	2000
	Career Success for People with Physical Disabilities	Kissane	1997
	Careers for non-conformists:	Gurvis	2000
	Career Guide for Creative and Unconventional People	Eikelberry	1999
	Change Your Job, Change Your Life	Krannich	2000
	Changing Careers for Dummies	McClelland	2001
	College and Career Success for Students with Learning Disabilities	Dolber	1996
	Coming Alive from Nine to Five	Mechelozzi	2000
	Dare to Change Your Job and Your Life	Kanchier	2000
	The O'Net Dictionary of Occupational Titles 2001		2001
	Dictionary of Holland Occupational Codes ~ 2nd Edition		1989
	Dictionary of Holland Occupational Codes ~ 3rd Edition		1996
	Dictionary of Holland Occupational Codes ~ 3rd Edition		1996
	Dictionary of Occupational Titles ~ Volume I		1991
	Dictionary of Occupational Titles ~ Volume II		1991
	50 Best Jobs for Your Personality	Farr & Shatkin	2005
	Fishing for a Major (Students helping Students)	Guides	2002
	Follow your true colors to the work you love	Kalil	1999
	Great Careers in 2 Years: The Associate Degree Option	Phifer	2003
	Guide for Occupational Exploration	Harrington	1989
	High Tech Careers for Low Tech People	Schaffer	1999
	Identify Your Skills for School, Work, and Life	Farr & Christophersen	1999
	Identify Your Skills for School, Work, and Life (2nd Copy)	Farr & Christophersen	1999

Making a Living While Making a Difference	Everett	1999
Majoring in the Rest of Your Life	Carol Carter	1999
Managing Career Transitions: Your Career as a Work in Progress	Hayes	1999
Mid-Career Entrepreneur	Mancuso	1993
Occupational Outlook Handbook		98/99
Occupational Outlook Handbook		96/97
Opportunities in Event Planning Careers	Camenson	2002
Real People Real Jobs	Montras	1995
Re-Careering in Turbulent Times	Krannich	1983
So You're New Again: How to Succeed When You Change Jobs (The Managing Work Transitions Series)	Holton, Naquin	2001
Starting Out, Starting Over	Peterson	1995
Starting Over: How to change careers or start your own business	Pallan	1997
The Age Advantage: Making the Most of Your Midlife Career Transition	Walker	2000
The "Good" Student Trap	Scheele	1997
The Career Counselor's Handbook		2000
The career guide for creative and unconventional people	Eikleberry	1999
The O*Net Dictionary of Occupational Titles		1998
The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success	Lore	1998
The Quick Internet Guide to Career and Education Information	Wolfinger	2000
The Reinvention of Work	Fox	1994
Top Professions	Basta	1989
Webmaster Career Starter	Vaughn	2001
What Next? The Complete Guide to Taking Control of your Work Life	Moses	2003
What's Holding you back? 8 Critical Choices for Women's Success	Austin	2000
Women in Career & Life Transitions	Anderson	2000
Young Person's Occupational Outlook Handbook	Jist	2005

## Interviewing

101 Great Answers to the Toughest Interview Questions	Fry	2000
12 Essential Laws for Becoming Indispensable	Zeiss	1998
Ace the Technical Interview	Rothstein	1998
Behavior-Based Interviewing	Fitzwater	2000
Adams Job Interview Almanac & CD-ROM	Adams Media C.	1997
Best Answers to the 201 Most Frequently Asked Interview Questions	Deluca	1996
Power Interviews: Job-Winning Tactics from Fortune 500 Recruiters, Revised and Expanded	Yeager, Hough	1998
Sweaty Palms	Medley	1993
The Perfect Follow-up Method to Get the Job	Allen	1992
2500 Keywords to Get You Hired	Block & Betrus	2002

## Job Search

10 Insider Secret to Job Hunting Success! Everything You Need to Get the Job You Want In 24 Hours --or less!	Bermont	2002
12 Essential Laws for Getting a Job	Zeiss	1997
50 Ways to Get Hired	Messmer	1994
Adams Electronic Job Search Almanac	Ehrenstein	1998
America's Top Jobs for People without a 4 Year Degree	Farr	1999
Best Jobs for the 21st Century	Farr	1999
Career Choice, Change & Challenge: 125 Answers from the Experts at <a href="http://www.careers.wsj.com">www.careers.wsj.com</a>	Koen & Lee	2000
Congratulations! You've Been Fired	Koltnow	1991
Dancing Naked: Breaking through the Emotional Limits	Chope	2000
Dynamite Salary Negotiations	Krannich	1998
The Ex-Offender's Job Hunting Guide	Krannich & Krannich	2005
The Ex-Offender's Job Search Companion	Lordan	2005
Getting a Job after 50	Morgan	1987
Getting Started, NC Jobs & Careers		92-94
Getting the Job You Really Want" A Step-By-Step Guide to Finding a Good Job In Less Time	Farr	2001
Guide to Internet Job Searching 2000-2001 Edition	Riley	2001
Job Hunting Tips for People with Hot and Not-So-Hot Backgrounds	Krannich & Krannich	2005
Job Interview Tips for People with Not-S-Hot Backgrounds	Krannich & Krannich	2004
Real-Resumes for Customer Service Jobs	McKinney	2005
Real-Resumes for Engineering Jobs	McKinney	2004
Professional's Job Finder	Lauber	1997
National Job Hotline Directory	Williams & Cabbage	1999
How to Get a Job and Keep It	Morem	2002
International Job Finder: Using the Internet to Find Jobs Abroad		2000
International Jobs	Kocher	1999
Internet Jobs! The Complete Guide to Finding the Hottest Internet Jobs	Kador	2000
Internet Jobs: The Complete Guide to Finding the Hottest Jobs on the Net	Kador	1999
Introduction to Job Applications	Farr & Christophersen	1999
Job Hunting on the Internet	Bolles	2001
Job Hunting for Dummies	Messmer	1995
Job Search Handbook for People with Disabilities	Ryan	2000
Job Search Tactics	Lordan	1995
Knock 'Em Dead 1998	Yates	1998
No One is Unemployable: Creative Solutions for Overcoming Barriers	Angel & Harney	1997
Parting Company	Morin	1982
Professional's Job Finder	Lauber	1997

The American Almanac of Jobs and Salaries	Wright	1996
The Challenger Guide: Job-hunting Success for Mid-Career Professionals	Challenger	2000
The Complete Job Search Handbook	Figler	1988
The Complete Job Search Handbook	Figler	1999
The Guide to Internet Job Searching	Riley	98/99
The Guide to Internet Job Searching	Riley	2000
The I Hate My Job Handbook	Tien	1996
The Self-Directed Job Search	Clifford	1998
The Very Quick Job Search	Farr	1996
The Everything Online Job Search Book: Find the Jobs, Send Your Resume, and Land the Career of Your Dreams-All Online!	Graber & Littermann	2000
Through the Brick Wall: How to Job Hunt in a Tight Market	Wendleton	1993
Who's Hiring Who?	Lathrop	1989

### Miscellaneous

Best Graduate Schools	U.S. News	1998
Connecting	Berko	1994
How to be a Star at Work: 9 Breakthrough Strategies You Need to Succeed	Kelley	1999
Journal of the National Association of Social Workers		1997
Leader Effectiveness Training	Gordan	1977
Leaders - The Strategies for Taking Charge	Bennis	1985
Peak Performers	Garfield	1986
PowerTalk	Eisen	1984
Reality Therapy	Glasser	1965
Steps to Writing Well	Wyrick	1987
The Closing of the American Mind	Bloom	1987
The College Board Guide to the Clep Exam		1987
The Second Curve	Morrison	1996
Walk awhile in My Shoes	Harvey	
Writing That Works	Anderson	1989

### Networking

A Foot in the Door: Networking Your Way into the Hidden Job Market	Hansen	2000
Networking for Everyone	Tullier	1998
The Savvy Networker: 10 Skills for Success	Krannich	2000

### Resume/Cover Letter/Portfolio

201 Dynamite Job Search Letters, 5 <sup>th</sup> Edition	Krannich & Krannich	2005
2,500 Keywords to Get You Hired	Block & Betrus	2003
Adams Cover Letter Almanac	Media Staff	1996

The Career Portfolio Workbook	Satterthwaite & D'Orsi	2003
Adams Resume Almanac	Media Staff	1996
America's Top Resumes for America's top jobs	Farr	'98 - '02
Blue Collar and Beyond: Resumes for Skilled Trades & Services	Parker	1999
Competency-Based Resumes	Kessler & Strasburg	2005
Computer Science Resumes and Job-Finding Guide	Bartlett	2005
Cover Letter Magic	Enelow & Kursmark	2000
Cover Letters that Knock 'em Dead	Yates	1998
Creating Your Life's Work Portfolio		1998
Cyberspace Resume Kit	Nemnich	1999
Does Your Resume Wear Apron Strings	Good	1989
Does Your Resume Wear Blue Jeans	Good	1985
Electronic Resumes & Online Networking	Smith	1999
Expert Resumes for Career Changers	Enelow & Kursmark	2005
Expert Resumes for Manufacturing Careers: Engineering, Management, Executive, Operations, Production, and Technology	Enelow & Kursmark	2002
Gallery of Best Resumes for People without a Four-Year Degree, 3 <sup>rd</sup> Edition	Noble	2005
Gallery of Best Resumes for People Without a 4 Year Degree: A Special Collection of Quality Resumes by Professional Resume Writers	Noble	2000
Gallery of Best Resumes for 2 Year Degree Graduates	Noble	1996
Military Resumes & Cover Letters	Savino & Krannich	2004
Portfolio Power	Kimedorf	1997
Real Resumes for Career Changers	McKinney	2000
Real Resumes for Students	McKinney	2000
Resume Magic: Trade Secrets of a Professional Resume Writer	Whitton	2003
Resumes for First-Time Job Hunters, 3 <sup>rd</sup> Edition	McGraw-Hill	2005

Resumes for Health Care Professionals	Marino	2000
Resumes for Re-entry: A Handbook for Women	Good	1993
Resumes! Resumes! Resumes!: Top Career Experts Show You the Job-Landing Resumes That Sold Them	Career Press Editors	1997
The Damn Good Resume Guide: A crash Course in Resume Writing (Damn Good Resume Guide)	Parker	2002
The Savvy Resume Writer: The Behavioral Advantage	Krannich	2000
The Career Change Resume	Isaacs & Hofferber	2003
Winning Resumes for Computer Personnel	Hart	1998
Without a Four-Year Degree: A Special Collection of Quality Resumes by Professional Resume Writers	Nobles	2000
101 Best Tech Resumes	Block & Betrus	2002

**Specific Occupation Information**

Alternative Careers for Teachers	Pollack	1984
Becoming a Graphic Designer	Heller & Fernandes	1999
Best Careers for Bilingual Latinos	Kenrig	1998
Career Compass	Simonsen	2000
Career Opportunities in the Automotive Industry	Kennedy	2005
Career Opportunities in Computers and Cyberspace	Henderson	1999
Career Opportunities in Law Enforcement, Security, and Protective Services	Echaore & McDavid	2000
Career Opportunities in the Sports Industry	Field	1999
Career Planning Guide for the Allied Health Professionals	Metcalf	1998
Civil Service Career Starter		1997
Computer Technician Career Starter		1998
Culinary Arts Career Starter		1998
EMT Career Starter		1998
Environmental Careers in the 21st Century		1999
Firefighter Career Starter		1998

Guide to Careers in Federal Law Enforcement	Ackerman	1999
Guiding Your Entry into the Hospitality, Recreation & Tourism Mega Profession	Samuels	1999
Health Care Careers for the 21st Century	Wischnitzer	2000
Healthcare Career Starter		1998
Is There an Engineer Inside You?	Baine	1998
Jobs for People Who Love to Travel	Krannich	1999
Law Enforcement Career Starter		1998
Nursing Job Guide		1991
Paralegal Career Starter		1998
Paralegal: An Insider's Guide to One of the Fastest-Growing Careers	Bernardo	1998
Paralegal Career Guide	Estrin	2001
Real Estate Career Starter		1998
Retailing Career Starter		1998
Teacher Career Starter		1998
The Computer Major's Guide to the Real World	Simon	1999
Volunteering: How Service Enriches Your Life	Raynolds & Stone	1999
Webmaster Career Starter		1998
Your Career in Healthcare	Wilson	1996

#### **CD-ROMS**

Career Exploration	Career Exploration on the Internet: A Student's Guide		2000
Interviewing	Job Interview Almanac & CD-Rom	Adams	1997
Resume/Cover Letter/Portfolio	Cover Letter Almanac & CD-Rom	Adams	1996
Career Exploration	Career Planning, The Sky's the Limit		1997
Interviewing	Ace the Interview		1996
Interviewing	I Can't Believe I said that		1997
Job Search	Moving on up. An interactive guide to finding a great job		1997
Job Search	I have looked everywhere: Job Search Tips		1997

#### **PROGRAMS**

	Resume Maker Deluxe 9.0		2003
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#### **VIDEOS & DVDs**

Career Exploration	A Job Seeker's Guide to Major Sources of Career		1999
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	Information	
Career Exploration	Envision Your Career (DVD)	
Career Exploration	Planning Your Career	
Career Exploration	Skills Identification	1999
Employer Panel	Engineering	2000
Employer Panel	Health	1997
Employer Panel	Horticulture	2000
Employer Panel	Office Systems	1998
Employer Panel	Office Technology	1997
Interviewing	Power Interviewing	
Interviewing/disability	Access Unlimited: Job Interviewing for People with Disabilities	
Job Search	How to find a job on the internet	1999
Job Search	How to Get the Job You Want	
Job Search	Job Search Basics	1993
Job Search	Selling Yourself Without a College Degree	1998
Job Search	The Adecco Job Shop	
Job Search	The Complete Job Search System	
Job Search	Successful Job Search: Where Are the Jobs? Finding Job leads & Openings	
Networking	Networking on the WWW and Beyond	1997
Resume/Cover Letter/Portfolio	Resumes for the Internet	
Resume/Cover Letter/Portfolio	The Portfolio Resume Series	2000
Workshops	Career Exploration Workshop	2000
Interviewing	Top 9 1/2 Interview Tips	1996