

# **Employment Readiness Program Resource Library**

## **Cover Letters**

### **Title**

Cover letters for dummies  
The perfect cover letter  
Dynamite cover letters  
200 letters for job hunters

### **Author**

Joyce Lain Kennedy  
Richard H. Beatty  
Ronald L. Krannich & Caryl Rae Krannich  
William S. Frank

## **General Life Information**

### **Title**

Now, discover your strength  
Inspire! What great leaders do  
Right from the start  
Leadership: Past, Present & Future  
Turbulent Change – Every working person's survival guide  
Navigating midlife  
Successful Woman's guide to working smart  
Culture Shift  
New work habits for a radically changing world  
Dream makers  
The truth about you  
Soul work  
Learning journeys  
  
I could do anything  
I'm not crazy, I'm just not you  
Executive Coaching  
  
Don't stop the career clock  
Connections between spirit & work in career development  
The information Service in guidance  
  
Gifts differing – Understanding personality type  
Communi-Coding  
The three boxes of life  
The road less traveled

### **Author**

Marcus Buckingham & Donald O. Clifton  
Lance Secretan  
Dan Ciampa & Michael Watkins  
Carlos M. Rivera  
Peter R. Garber  
  
Eleanor S. Corlett & Nancy B. Millner  
Cailin Williams  
  
Price Pritchett  
Price Pritchett  
  
Michele Hunt  
Arthur F. Miller & Ralph T. Mattson  
Deborah P. Bloch & Lee J. Richmond  
Marshall Goldsmith, Beverly Kay & Ken Shelton  
Barbara Sher  
Roger R. Pearman & Sarah C. Albritton  
Catherine Fitzgerald & Jennifer Garvey Berger  
Helen Harkness  
Deborah P. Bloch & Lee J. Richmond  
  
Willa Norris, Franklin R. Zeran, Raymond N. Hatch & James R. Engelkes  
Isabel Briggs Myers with Peter B. Myers  
  
Marcia B. Cherney & Susan A. Tynan  
Richard N. Bolles  
M. Scott Peck

Office smarts  
No more blue Mondays  
Positively outrageous Service  
Be your best  
Where do I go from here with my life  
How to get what you really want  
Creating you & Co  
Developing Leaders

Roy J. Blitzer  
Robin A. Sheerer  
T. Scott Gross  
Linda Adams  
John C. Crystal & Richard N. Bolles  
Barbara Sher with Annie Gottlieb  
William Bridges  
Catherine Fitzgerald & Linda K. Kirby

### **Job search**

#### **Title**

Jobs and the Military Spouse  
The women job search handbook  
Negotiate your job offer  
Environmental jobs for scientists and engineers  
Job hunting on the internet  
  
Job hunting for dummies  
The 1996 national job hotline directory  
Guide to internet job searching  
The job hunting handbook

#### **Author**

Janet I. Farley  
Gerri Bloomberg & Margaret Holden  
Mary B. Simon  
Ron and Caryl Krannich  
  
Richard Nelson Bolles & Mark Emery  
Bolles  
Max Messmer  
Marcia P. Williams & Sue A. Cabbage  
Margaret Riley Dikel & Frances E. Roehm  
Harry Dahlstrom

### **Career Counseling**

#### **Title**

Best jobs for the 21<sup>st</sup> century  
Today's Military wife  
The relocating spouse's guide to employment  
Career planning for women  
  
Career Counseling  
The 100 best companies to work for in America  
Career Guidance  
Career Education  
  
Building a career development program  
Everyone's guide to job searching in private schools  
The jobseeker's guide to on-line resources  
The career counselor's handbook

#### **Author**

J. Michael Farr & LaVerne L. Ludden  
Lydia Sloan Cline  
Frances Bastress  
  
Betsy Nicholson Callahan & Vivian Freeman  
John O. Crites  
Robert Levering & Milton Moskowitz  
  
K. Norman Severinsen  
Kenneth B. Hoyt, Rupert N. Evan, Edward F. Mackin & Garth L. Mangum  
Richard L. Knowdell  
Laurence Boggess  
  
Alice Snell  
Richard N. Bolles & Howard Figler

Strategies of career development	Daniel D. Anugraham
The complete guide to public employment	Ronald L. Krannich & Caryl Rae Krannich
The directory of executive recruiters	
Navigation the new job market	Jo-Ann Vega
College Degrees by mail	John Bear

### **Career Fields**

<b>Title</b>	<b>Author</b>
Career Information Center – Health	Volume 7, 6 <sup>th</sup> Edition
Career Information Center –	Volume 1, 6 <sup>th</sup> Edition
Administration, Business, and Office	
America’s Top Medical, Education &	5 <sup>th</sup> Edition,
Human Services Jobs	J. Michael Farr
Law Enforcement Careers	Ron Stern
Medical Technologists and Technicians	1 <sup>st</sup> Edition
Career Directory	Bradley J. Morgan & Joseph M. Palmisano
Occupational Outlook Handbook	2002 – 2003
Careers in Health Care	Barbara M. Swanson
Careers in Social and Rehabilitation	Geraldine O. Garner
Services	
Careers in Computers	Lili B. Stair
The complete Aviation * Aerospace Career	Robert Calderone
Guide	
Careers in High Tech	Nick Basta
Careers in Accounting	Gloria L. Gaylord & Glenda E. Ried
Careers in Business	Stair Domkowski
Careers in Education	Roy A. Edelfelt
Careers in Engineering	Geraldine O. Garner
The Environmental Career Guide	Nicholas Basta
Alternative careers for teachers	Sandy Pollack
Career opportunities in the Sports Industry	Shelly Field
Advertising career directory	Bradley J. Morgan
FBI Careers	Thomas H. Ackermann
America’s Top Computer and Technical	Michael Farr
Jobs	
Marketing and Sales Career Directory	Bradley J. Morgan
Book Publishing Career Directory	Bradley J. Morgan
Travel and Hospitality Career Directory	Bradley J. Morgan
Guide to Homeland Security Careers	Donald B. Hutton & Anna Mydlarz
Magazines Career Directory	Ronald W. Fry
Newspapers Career Directory	Ronald W. Fry
Business and Finance Career	Bradley J. Morgan
Healthcare Career Directory – Nurses and	Bradley J. Morgan
Physicians	

## **Personality Type Reference**

### **Title**

The M.O.M.S. Handbook – Understanding your personality type in mothering  
Introduction to TYPE  
Looking at type and careers  
Discover what your best at  
The self-directed search manual  
MBTI Manual  
  
Please understand me  
Do what you are  
People types & tiger stripes  
Life types  
The workplace profiles  
MBTI Career Report Manual  
Manual: A guide to the development and use of the Myers-Briggs Type Indicator  
Looking at type and career  
Atlas of type tables  
  
Families – Using type to enhance mutual understanding

### **Author**

Janet P. Penley & Diane W. Stephens  
  
Isabel Briggs Myers  
Charles Martin  
Barry and Cinda Gale  
John. L. Holland  
Isabel Briggs Myers, Mary H. McCaulley, Naomi L. Quenk & Allan L. Hammer  
David Keirse & Marilyn Bates  
Paul D. Tieger & Barbara Barron-Tieger  
Gordon Lawrence  
Sandra Hirsh & Jean Kuummeron  
Otto Kroeger with Janet M. Thuesen  
Allan L. Hammer & Gerald P. Macdaid  
Isabel Briggs Myers & Mary H. McCaulley  
  
Charles Martin  
Gerald P. Macdaid, Mary H. McCaulley & Richard I. Kainz  
Charles W. Ginn

## **Interviewing Information**

### **Title**

How to get interviews from job ads  
Information interviewing  
Networking and interviewing for jobs  
Knock'em dead - the ultimate job seeker's guide  
The neglected art of being interviewed  
The networking survival guide  
Dynamite answers to interview questions  
Best answers to the 201 most frequently asked interview questions  
Make your contacts count  
201 best questions to ask on your interview

### **Author**

Kenton W. Elderkin  
Martha Stoodley  
Ronald C. Mendlin & Marc Polonsky  
Martin Yate  
  
H. Anthony Medley  
Diane Darling  
Caryl Rae Krannich & Ronald L. Krannich  
Matthew J. DeLuca  
  
Anne Baber & Lynne Waymon  
John Kador