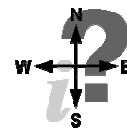



Career Decision Making: Library Minute



SECTIONS: (bold type indicates those with additional commentary below)

ADA Information for the Physically Challenged
CHG Changing Careers
ETQ Etiquette
INT Interviewing
LTR Cover Letters
RES Resumes

PT/TM Part Time
 Career Decision Making / Job-Hunting
HME Working From Home
Int'l For Foreign Nationals
Periodicals

Information for the Physically Challenged

The binders in this section contain detailed information about the Americans With Disabilities Act and its implications for the workplace. A recommended resource is ***A World of Options: A Guide to International Exchange, Community Service and Travel for Persons With Disabilities***. Thick and thorough, this guide explains the ADA, addresses financial aid, provides extensive detail on traveling abroad options for people with disabilities, and recommends additional resources.

Changing Careers

For the young person looking for 1-2 year opportunities, ***Planning Your Gap Year: Have the Time of your Life Working, Studying or Traveling*** is a helpful introductory guide. (NB: It's directed toward a British audience.) Once this person enters the work place full-time, s/he might benefit from reading ***Job Shift: How to Prosper in a Workplace Without Jobs***. The postmodern "no certainties exist" tone of both its title and its chapter headings is a bit over the top, but taken with a grain of salt this book provides a nonetheless useful entrée into corporate employment trends in the 21st century U.S. ***Switching Careers: Career Changers Tell How – and Why – They Did It. Learn How You Can, Too.*** is a very good guide to careers into which a job-changer might want to transition. For the mid-career change, ***The Age Advantage: Making the Most of Your Midlife Career Transition*** is an excellent guide addressing key issues like lifestyle, interviewing, ageism, and decision-making head-on. ***Rewired, Rehired, or Retired? A Global Guide for the Experienced Worker*** assists mid-life+ professionals in changing and growing within one's current career, transitioning smoothly into new career fields, and educating themselves about current trends in the workplace. ***Women in Career and Life Transitions*** assists women re-entering the workplace by preparing them for the transition and providing professional tools for finding and succeeding in a new role.

Etiquette

The books in this section run the gamut from ***The Vault Guide to Schmoozing*** (which lives up to its title in both positive and negative respects) to the comprehensive ***Miss Manners' Guide for the Turn-of-the-Millennium*** by Judith Martin. Most of the books in the section give a healthy dose of advice on etiquette conventions for a professional setting. Some treat narrower topics, such as ***Dressing Smart in the New Millennium***. Despite the unfortunate title, ***Power Etiquette: What You Don't Know Can Kill Your Career***, is perhaps the best succinct overview of the topic within this section. Likewise, ***Emily Post's The Etiquette Advantage in Business*** treats the topic in very helpful detail.

Interviewing

If you're pulling just one book off the shelf, I'd suggest (the subtlety named) ***Killer Interviews*** which is a comprehensive, accessible, and well-organized guide to the interview process. Also standing out from the rest of the books in this section are: ***60 Seconds and You're Hired!*** – (your best bet for dealing with tricky interview questions), ***The Smart Woman's Guide to Interviewing and Salary Negotiation*** (helpful tips for anyone, but particularly for women navigating the job search), and The Wetfeet Insider Guide entitled ***Job Search 101:***

Networking, Interviewing, and Getting the Offer (which serves as a useful, pointed resource for OCR-type jobs and corporate positions, but much less so for “liberal arts” positions).

Cover Letters

The short, thick, red **Adams Cover Letter Almanac** provides 600 well-written sample letters in various categories. The letters in **Winning Cover Letters** aren't quite as effective, but the first two chapters – one on the importance of cover letters and the other on cover letter mistakes – are well worth reading.

Resumes

The following three resources have the greatest variety of well-designed resumes of all the books in this category: **The Everything Resume Book** (good all-around resource), **Asher's Bible of Executive Résumés** (instead of “Executive,” read “Professional” – includes resumes for MDs, nonprofits, engineering, basic science research, etc.), and **From College to Career: Entry Level Résumés for Any Major** (nice section on CVs). One other title to keep in mind is **Résumés in Cyberspace: Your Guide to a Computerized Job Search** which has examples of resumes as they should appear within the body of an email.

Career Decision Making / Job-Hunting

There are many useful resources in these sections, but here's a TOP 10 list of those that are really distinctive:

- #10 ***Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type***
Describes the job-related preferences associated with the 16 Myers-Briggs types and based on these, suggests potential career fields, provides advice for thriving in one's work, and warns of potential pitfalls. A good read and a source of quite insightful information!

- #9 & 8 ***2002-2003 Guide to Internet Job Searching*** is co-written by Margaret Riley of rileyguide.org. It is both a guide explaining how the internet fits into a well-executed job search as well as an annotated compendium of job search websites, categorized by field and region. It's very thorough and easy to use.

Career XRoads: The World's Leading Reference Guide to Job and Résumé Websites
This book contains detailed profiles of over 500 job search websites as well as mention of over 1000 more. The indices in the back categorize websites by job field and region.

- #7 ***Zen and the Art of Making a Living: A Practical Guide to Creative Career Design***
This book provides an alternative to conventional ways of thinking about careers and work and guides the reader through a career design process by drawing upon Zen and other Eastern philosophies. A beautifully illustrated text filled with drawings, charts, and quotes, it is an excellent resource for someone looking for a thoughtful guide to career and self exploration.

- #6 ***Professional Careers Sourcebook***
Ideal for the student who wants to know how to research particular fields. For each career field listed, the book provides: Career Guides; Associations; Certification Agencies; Test Guides; Educational Directories and Programs; Awards, Scholarships, Grants, and Fellowships; Basic Reference Guides and Handbooks; Periodicals; and Meetings and Conventions.

- #5 ***Landing on the Right Side of Your Ass***
Of course the title is so ... compelling. Additionally, its candid, edgy, and clever tone will be satisfying for anyone who suddenly and bitterly finds him/herself out of work. It addresses the emotional and psychological facets of being unemployed in an upfront manner while providing sound advice for finding a new job.

- #4 ***Don't Wait Until You Graduate! How to “Jump-Start” Your Career While Still in School***

AKA – “What You’d Learn if You Took Full Advantage of Career Services Counseling, Programs, and Web Resources Throughout Your 4 Years at Penn, Plus A Few Extra Tips.” Enthusiastic, sound advice.

#3 ***Job Search Secrets: Smart Strategies to Land Your Dream Job***

A petite 5½” x 6½” book that looks like it has the potential to be schmaltzy. Nevertheless, this book succinctly covers many key features of a well-designed and well-executed job search.

#2 ***JobSmarts for Twentysomethings: A Street-Smart Script for Career Success***

This book would make an excellent graduation gift. It orients the college student to the work world by discussing career prep, job searches, etiquette, and professionalism. It’s a lively read and can help transform an unseasoned grad into a poised, respected, and effective professional.

#1 ***The Complete Job-Search Handbook: Everything You Need To Get the Job You Really Want***

It’s hard to believe, but the title is not too far off the mark. This book is quite comprehensive, accessible, and well-organized, and the advice it gives is sensible and nuanced. It offers philosophical and psychological angles on the job search as well as an abundance of practical advice. Superb all-in-one resource!