



Suggested Readings

These books will help you build and manage your career, regardless of whether you are just starting out, reentering the workforce, or are ready to retire and do something different with your career.

[Get the Job You Want Even When No One is Hiring by Ford R. Myers](#)

In *Get the Job You Want, Even When No One's Hiring*, career expert Ford R. Myers maps the new world of job search and reveals essential strategies for your success. You'll learn how to seize opportunities that aren't posted yet ... how to make yourself an instant asset to potential employers ... how to clearly stand-out as the best candidate ... and how to leverage social media, blogs, and other Web tools. Best of all, you'll learn how to "recession-proof" your career for the long term.

[New Job, New You](#)

What do you do when you want - or need - to start your career over? Alexandra Levit's book, *New Job, New You: A Guide to Reinventing Yourself in a Bright New Career* steps you through the process of getting started in a new career field. It has stories of actual career changers, plus plenty of practical advice.

[100 Tips from Fortune 500 Recruiters](#)

This free eBook from EMC has tons of information from Fortune 500 recruiters that will give you an inside look at what it takes to get a job at large companies - and small. It's full of advice on how the interview process works, plus includes job search tips, stories from the trenches, and mistakes you'll want to avoid.

[The New Job Search by Molly Wendell](#)

Break All The Rules. Get Connected. And Get Hired Faster For The Money You're Worth.

Don't waste days, weeks and months following the job search "rules." Learn how to take charge and get offers for the work you love at the price you're worth.

Most job search "experts" have never endured the pain of an extended job search. For two years and three days Molly Wendell, a former Vice President of marketing, lived it. It wasn't until she fired the "job boards" and quit following the rules that she figured out what really works. In 90 days, she secured 60 meetings and received 30 job offers. With a Black Belt in job search and the battle scars to prove it, Molly's strategies for landing your next great position are the most innovative and important you will encounter today.

[Me 2.0: Build a Powerful Brand to Achieve Career Success](#)

Dan Schawbel is the leading personal branding expert for Gen-Y and has more expertise on branding yourself and effectively using social media to boost your career than just about anyone I know. Dan's book, *Me 2.0: Build a Powerful Brand to Achieve Career Success* is must reading for anyone in career mode. It will help you build that strong personal brand that is essential to job search success.

[Guerilla Marketing for Job Hunters 2.0](#)

Want to try something different when it comes to job hunting? Guerilla job hunting can work really well. Experts Jay Conrad Levinson and David Perry share 1,001 tips for using social media, LinkedIn, other networking sites, and trying something different when it comes to job searching. This book is a must-read for anyone in the midst of job searching in this very competitive job market.

[48 Days to the Work You Love](#)

Dan Miller is the president of The Business Source, which specializes in creative thinking for personal and business development. As a coach, speaker and frequent radio and TV guest (Such as the CBS 'Today Show'), Dan shares his process for positioning one's work to develop an overall focused, balanced and truly successful life. Dan Miller publishes a weekly newsletter on careers that boasts over 75,000 subscribers, many of whom also tune in to his monthly Tele-Classes. His flagship book, 48 Days To The Work You Love is in it's 5th printing.

[Talent Is Overrated: What Really Separates World-Class Performers from Everybody Else](#)

Expanding on a landmark cover story in Fortune Geoff Colvin debunks the myths of exceptional performance. Geoff Colvin, Fortune's senior editor at large, is one of America's most respected business journalists. He lectures widely and is the regular lead moderator for the Fortune Global Business Forum. A frequent guest on CNBC's Squawk Box and other TV programs, Colvin appears daily on the CBS Radio Network, reaching seven million listeners each week. He also co-anchored Wall Street Week with Fortune on PBS for three years.

[I'm on LinkedIn -- Now What???](#)

Jason Alba's book, I'm on LinkedIn -- Now What??? is designed to help you use LinkedIn to its full potential. There's information on how to use LinkedIn to connect with others, LinkedIn Groups, using LinkedIn for job searching, as well as for personal branding. Even if you think you know a lot about using LinkedIn, this book will provide you with expert tips and suggestions for getting even more out of LinkedIn.

[What Color is Your Parachute](#)

Might think that a book that has been around since 1970, on topics like job hunting and career changing that have evolved tremendously (especially since the Internet came along) might be dated. It's not. One of the reasons that the book still works so well is that, even though how and where we look for jobs has changed significantly over the years, the basic premise of the book remains the same. If you follow that premise: the secret to a successful job hunt starts with knowing ourselves - you will be well positioned to successfully job search or change your career.

[Escape from Cubicle Nation: From Corporate Prisoner to Thriving Entrepreneur by Pamela Slim and Forward by Guy Kawasaki](#)

Despite grim headlines about the economy, you DON'T have to stay in a job you intensely hate. There's a better opportunity waiting out there, and escaping from cubicle nation is easier than you think. Pamela Slim spent a decade traveling all over the country as a self-employed trainer for large corporations. She was surprised to find that many of the most successful employees at these companies harbored secret dreams of breaking out to start their own business. They would pull her aside after a meeting and whisper, "I would love to work for myself, but have no idea how to get started. How did you do it?"

So Pamela started a blog—Escape from Cubicle Nation—to share her experience and advice. Soon, questions and stories poured in from corporate prisoners around the world. As her blog gained popularity, she also interviewed some of the brightest experts in entrepreneurship on topics from finance to branding to marketing via social networks. This book includes Pamela's very best material, based on thousands of conversations and reader submissions. It provides everything you'll need to consider before making a major change—not just the nuts and bolts of starting a business, but a full discussion of the emotional issues involved. Pamela knows firsthand that leaving corporate life can be very scary, especially if you have a family and other obligations. Fears and self-defeating thoughts often hold people back from pursuing an extremely gratifying solo career. Get ready to learn your real options, make an informed decision, and maybe, just maybe, escape from cubicle nation. The forward for this book was written by one of our favorite authors Guy Kawasaki.

[Getting from College to Career](#)

Every college student and recent graduate who is even just thinking about what they might want to do in the future should read Lindsey Pollak's book. It's full of practical advice on how to get started, who to network with, how to communicate professionally, and how to get ahead of the crowd when you're job searching. There is also good advice on how to use the skills you might not even know you have to your advantage.

[You Majored In What? by Katharine Brooks Ed.D.](#)

Has it happened yet? Have you been asked The Question? You know the one. It's the question that haunts you from your early undergrad days to months, even years, after you graduate... "What are you going to do with that major?"

In *You Majored In What?*, nationally known career counselor Dr. Katharine Brooks dispels the myths and the old-fashioned thinking that can make your transition to the "real world" so daunting and chaotic. Developed from more than twenty years of teaching and guiding students to successful careers, her *Wise Wanderings* career coaching system helps you mine your academic and life experiences for career gold through creative yet practical techniques including visual mapping, storytelling, and experimenting. The *Wise Wanderings* system, lets you forget what you've been told about the job search. You don't have to know where you'll be in ten years. You don't have to have picked the perfect major. The job-finding process doesn't have to be one more burden on your already overburdened schedule. All you have to do is pay attention. Embrace the chaos. Think. Create maps. Construct small experiments. Celebrate your education. And start wandering. Wisely, of course.

[Back on the Career Track](#)

Back on the Career Track by Carol Fishman Cohen and Vivian Steir Rabin is a guide for stay-at-home moms who are returning to work. There's advice on considering career options, networking, and job hunting. You'll also find samples of stay-at-home mom resumes and insight on how to address the gap in your work history.

[The 4-Hour Work Week](#)

This book is full of time saving tips and suggestions that every single one of us can use, if we want to change our career, change our life, if we want to make our life more manageable, and if we want to have more time (and money) for the things we enjoy doing.