

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 21st 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

Title	Author
Career Information Center – Health	Volume 7, 6 th Edition
Career Information Center –	Volume 1, 6 th Edition
Administration, Business, and Office	
America’s Top Medical, Education &	5 th Edition,
Human Services Jobs	J. Michael Farr
Law Enforcement Careers	Ron Stern
Medical Technologists and Technicians	1 st 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	Author
The M.O.M.S. Handbook – Understanding your personality type in mothering	Janet P. Penley & Diane W. Stephens
Introduction to TYPE	Isabel Briggs Myers
Looking at type and careers	Charles Martin
Discover what your best at	Barry and Cinda Gale
The self-directed search manual	John. L. Holland
MBTI Manual	Isabel Briggs Myers, Mary H. McCaulley, Naomi L. Quenk & Allan L. Hammer
Please understand me	David Keirse & Marilyn Bates
Do what you are	Paul D. Tieger & Barbara Barron-Tieger
People types & tiger stripes	Gordon Lawrence
Life types	Sandra Hirsh & Jean Kuummeron
The workplace profiles	Otto Kroeger with Janet M. Thuesen
MBTI Career Report Manual	Allan L. Hammer & Gerald P. Macdaid
Manual: A guide to the development and use of the Myers-Briggs Type Indicator	Isabel Briggs Myers & Mary H. McCaulley
Looking at type and career	Charles Martin
Atlas of type tables	Gerald P. Macdaid, Mary H. McCaulley & Richard I. Kainz
Families – Using type to enhance mutual understanding	Charles W. Ginn

Interviewing Information

Title	Author
How to get interviews from job ads	Kenton W. Elderkin
Information interviewing	Martha Stoodley
Networking and interviewing for jobs	Ronald C. Mendlin & Marc Polonsky
Knock'em dead - the ultimate job seeker's guide	Martin Yate
The neglected art of being interviewed	H. Anthony Medley
The networking survival guide	Diane Darling
Dynamite answers to interview questions	Caryl Rae Krannich & Ronald L. Krannich
Best answers to the 201 most frequently asked interview questions	Matthew J. DeLuca
Make your contacts count	Anne Baber & Lynne Waymon
201 best questions to ask on your interview	John Kador