



# Seeking Employment BOOKLIST

*Finding, Acquiring, and Keeping the Job You Want*

# Job Search

## ***Brand You!: Reinvent Your Career: Beat Age Discrimination to Land Your Dream Job*** by Diane Huth MA, MBA (2018)

Corporate America has been discarding its Baby Boomer employees like yesterday's newspaper. This book is your secret weapon to avoid becoming one of the victims of illegal age discrimination depriving you of a meaningful and well-paid job in your prime earnings period of your life. Explore a host of tips, techniques, strategies and tactics to achieve meaningful employment for a corporation, a consulting firm, or even working for yourself.

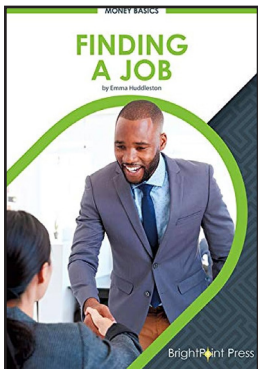
## ***Job Search: Fundamentals of Effective Job Hunting, Resumes and Interviews*** by Steven Mostyn (2018)

Looking for a job does not have to be frustrating. All you need are the right job hunting techniques. Job Search: Fundamentals of Effective Job Hunting, Resumes, and Interviews will help you develop those skills. In Job Search, you will be given step-by-step instructions on writing a resume that stands out and building a search-optimized profile that shows up on the top of potential employers' lists. You'll learn how to interview more effectively and get the job. You'll get search tips on navigating top job boards and social media sites, such as LinkedIn, Facebook, Indeed, and CareerBuilder. As a bonus, a directory is included: a list of over 500 websites that you can use to find your next job. Job Search has 18 years of firsthand experience behind it. As a recruiter interacting with many Fortune 500 hiring managers, I've learned what employers are looking for. This book shares those insider insights with you.

## ***Finding A Job***

by Emma Huddleston (2020)

The key to living independently is finding a job. But searching for and applying for jobs can be a stressful experience. Finding a Job explains how this process works, provides advice on how to find a job that is right for you, and information on topics such as cover letters and interviews.



## ***The Ex-Offender's Quick Job Hunting Guide: The 10 Sequential Steps to Re-Entry Success*** by Ronald L. Krannich, PhD (2019)

This ground-breaking book provides important answers to many re-entry employment questions. Beginning with a job search self-assessment, users address such critical issues as asking questions, taking responsibility, telling the truth, and becoming trustworthy before examining 10 sequential steps to job and re-entry success. These steps include changing attitudes, seeking assistance, assessing skills, writing resumes, networking, interviewing for the job, and more. The book also includes two special chapters on developing an action plan for re-entry success, and navigating today's challenging digital world.

## ***How to Get a Good Job After 50: A Step-By-Step Guide to Job Search Success*** by Rupert French (2015)

Many baby boomers are seeking to stay in the workforce longer and are looking for satisfying, fulfilling jobs. This book is a step-by-step guide to finding and winning the sort of job most likely to give job satisfaction and success. It sets out how older workers are often valued in the workplace because of their experience, skills, reliability and sense of responsibility before going on to show how to demonstrate these qualities to prospective employers. It encourages people to adopt a pro-active, 'self-employed' approach, building self-esteem and promoting a time-efficient, self-managed job search program.

## ***The Ultimate Job Hunting Book: Write a Killer CV, Discover Hidden Jobs, Succeed at Interview Success*** by David McWhir (2018)

This is your complete course in finding that perfect job. From crafting the perfect CV and finding the job of your dreams, to writing a great cover letter and winning at interview, THE ULTIMATE JOB HUNTING BOOK is a dynamic collection of tools, techniques, and strategies for success. Short, punchy chapters mean you can read up quickly and start applying what you've learned immediately.

Part 1: Your CVs Masterclass • Part 2: Your Job Hunting Masterclass • Part 3: Your Cover Letters Masterclass • Part 4: Your Job Interviews Masterclass.

Discover the main themes, key ideas and tools you need and bring it all together with practical exercises.

## ***Ultimate Job Search: Master the Art of Finding Your Ideal Job, Getting an Interview and Networking*** by Lynn Williams (2021)

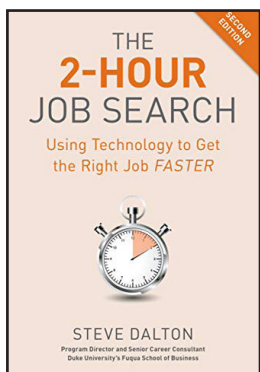
Covering everything from looking for jobs online to making a fantastic impression at interview, Ultimate Job Search is everything the ambitious job hunter needs.

***The Motivated Job Search: A Proven System to Help You Stand Out From Other Job Seekers and Get the Job You Want*** by Brian E. Howard (2016)

If you're conducting a job search for a professional position or considering such a job search, you should read this book. Brian Howard provides a thorough, approachable guide to each of the components of a job search that will help you be the selected candidate.

***What Color Is Your Parachute?: Your Guide to a Lifetime of Meaningful Work and Career Success*** by Richard N. Nolles and Katharine Brooks (2021)

In today's challenging job-market, as recent grads face a shifting economic landscape and seek work that pays and inspires, as workers are laid off mid-career, and as people search for an inspiring work-life change, the time-tested advice of *What Color Is Your Parachute?* is needed more than ever. This completely updated edition features the latest resources, strategies, and perspectives on today's job market, revealing surprising advice on what works--and what doesn't--so you can focus your efforts on tactics that yield results.

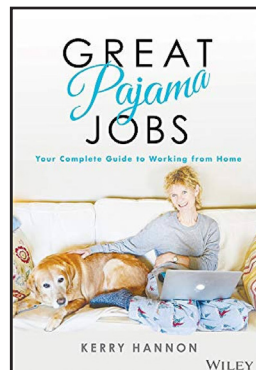


***The 2-hour Job Search: Using Technology to Get the Right Job Faster***

by Steve Dalton (2020)

Technology has changed not only the way we do business, but also the way we look for work. The 2-Hour Job Search rejects laundry lists of conventional wisdom in favor of a streamlined job search approach that produces results quickly and efficiently. In three steps, creator Steve Dalton shows you how to select, prioritize, and make contact with potential employers so you can land that critical first interview.

## The Resume & Cover Letter



***Great Pajama Jobs: Your Complete Guide to Working from Home***

by Kerry Hannon (2020)

Many people spend hours a week commuting into work. Some arrive to an office that is uninspiring or chaotic and wonder, "Why did I come in at all?" They spend all day answering emails and fiddling with computer systems, which they could easily do from home. *Home Sweet Home Office* is the guide to finding a job where you can ditch the commute and stuffy office environment and work remotely. Career expert Kerry Hannon walks you through getting a remote-access job and thriving remotely, featuring interviews with professionals who have done so themselves. Hannon also profiles companies who are known for remote-access employment opportunities.

***The Big Book of Job Hunting Hacks: How to Build A Resume, Conquer the Interview and Land Your Dream Job*** by Brenda Bernstein (2020)

In *The Big Book of Job-Hunting Hacks*, experienced job-hunting professionals offer detailed advice on every step of the job-hunting process. From how to navigate the interview process, to how to create the perfect resume, this book will help you stand out from your competitors. With a new introduction by John Henry Weiss, president of a recruitment firm, that contextualizes the current economic state as a result of COVID-19, this book offers hundreds of practical tips for those laid-off, fired, or new to enter the workplace.

***Get That Job, CV's and Résumés: How to Make Sure You Stand Out from the Crowd*** by London, New York: Bloomsbury Business (2022)

The ultimate guide to marketing yourself in CV or resumes, and ensuring you make a professional impression in any job search.

### ***Knock 'em Dead Cover Letters: Cover Letters and Strategies to Get the Job You Want*** by Martin John Yate (2016)

In the newest edition of his classic cover letter guide, job search expert Martin Yate shows you how to dramatically increase your chance of landing an interview. The key, as Yate explains, is to use language drawn from the job posting itself, words that will send your application to the top of database searches. In this completely updated guide, you'll find numerous sample cover letters, along with Yate's tried and proven methods to: Determine relevant keywords to get attention--and use them effectively, clearly display your personal brand and the transferable skills you bring to the job, find the right contact information that gets your material in front of decision-making managers and recruiters, use social media sites such as LinkedIn to create an effective online profile and build professional and personal networks. With Martin Yate's expert advice, you'll create unique and compelling cover letters that will grab employers' attention and get you in the door.

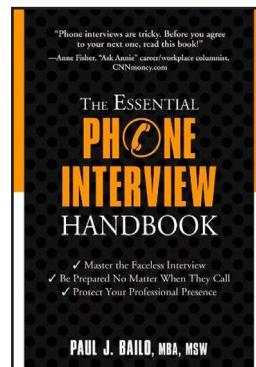
### ***Rip the Resume: Job Search and Interview Power Prep*** by Torin Ellis (2016)

Infused with real-life examples, self-analysis exercises, and advice from an industry professional, Rip the Resume is more than a "how to write a better resume" book; it's a proven system designed to challenge job seekers to take complete control and responsibility during a job search. Follow a ground-breaking road map on your journey to becoming the candidate that employers are seeking--whether you are a millennial looking to launch an exciting and fulfilling career or an experienced individual exploring greater career opportunities. Rip the Resume provides the tools you need to transform yourself into the candidate that employers are searching for: Cutting-edge guidance for job seekers in any field; Vital resume deconstruction techniques to highlight important areas and downplay others to render a stronger document; Winning conversation strategies to make a lasting impression during the interview; Practical advice for using social media wisely, both in the job search and in building your personal brand.

## The Interview

### ***Cracking the Code to a Successful Interview: 15 Insider Secrets from a Top Level Recruiter*** by Evan Pellett (2016)

15 Insider Secrets from a Top-Level Recruiter is a groundbreaking new scientific, proactive, cutting-edge, hands-on, proven approach to job interviews by an award-winning, highly decorated recruiter. This REAPRICH eight-step interview method will give you a proactive way to take control of your interview. You will learn the secret, never-before-published "questions behind the questions." These are the questions that every manager unconsciously needs answered in order to hire you.



### ***The Essential Phone Interview Handbook***

by Paul J. Bailo (2011)

Today more than ever, job candidates make initial contact with prospective employers via the telephone. Phone interviews are often the most unexpected facet of job interviewing, yet they are fast becoming the standard for employers when narrowing the pool of applicants and determining who will be invited for in-person interviews.

### ***Get That Job: Interviews: How to Keep Your Head and Get Your Ideal Job*** by London: Bloomsbury Business (2022)

The ultimate guide to preparing for the interview process, maintaining focus, handling difficult questions, and maximizing your chances of landing that dream job. Whether you're a school leaver, a recent graduate, an established professional on the move, or someone looking to return to the job market, any research and preparation will be critical in improving your performance in an interview setting - from being aware of your own strengths and weaknesses, through to knowing the questions to ask that will ensure you are remembered after the interview is over. Whether it is in person, on the telephone or via a video conference, Get That Job: Interviews will prepare you for even the toughest interview - including tips on preparation and pre-interview research, strategies for different types of interview, advice on staying calm under pressure, and ways to cope with the questions from hell.

***The Ex-Offender's Job Interview Guide: Turn Your Red Flags Into Green Lights*** by Ronald L. Krannich (2017)

Successful re-entry to the free world for ex-offenders requires strong communication and job interview skills. Includes 101 frequently asked job interview questions, ranging from "Have you ever been convicted of a felony?" to "Why should I hire you?" and addresses the best way to answer them.

***Interview Like a Boss: (A Complete Guide for Job Hunters)*** by Hans Van Nas (2015)

Your resume will kick-@ss, your answers will rock and your job offers will be exciting as hell. Whether you dropped out or graduated, you will soon master all aspects of interviewing & job hunting. Now for the first time, a book will make all the decisions for you. Just read what's inside, try out the lessons, and you'll be ready to go. Designed for those who are squeezed for time or need an epic turnaround, this exclusive edition is by far the #1 recommended choice-go ahead, take a peek inside! You'll see why.

***101 Smart Questions to Ask on Your Interview*** by Ronald W. Fry (2016)

101 Smart Questions to Ask on Your Interview is for every job candidate who thinks the question "Do you have any questions for me?" marks the end of an interview. In Fry's view, it marks the beginning of the last and perhaps most important interview phase, one that's so important that failing to properly prepare for it can undo all the rest of your hard work, including providing great answers to tough questions.

***Hello Stay Interviews, Goodbye Talent Loss: A Manager's Playbook*** by Beverly Kaye (2015)

Worried that your talented people will want things you can't deliver, like more money or a big promotion? Beverly Kaye and Sharon Jordan-Evans have a simple four-step process for dealing with that. Not sure how to get started? They provide dozens of suggested questions and icebreakers. Think you don't have time? They offer all kinds of creative time-saving options for where, when, and how you can do stay interviews.

***101 Great Answers to the Toughest Interview Questions*** by Ronald W. Fry (2016)

No matter how good you look, how much research you've done, or how perfectly your qualifications match the job description, if you're not prepared with great answers to the toughest interview questions, you won't get the job. [Here] is a manual that will help you home in on exactly what the interviewer is trying to learn--with each and every question he or she asks.

***Job Interview Tips for Overcoming Red Flags: Winning Strategies, Examples and Short Stories for People with Not-So-Hot Backgrounds*** by Ronald L. Krannich (2020)

Most people have one or two red flags in their background – some minor and embarrassing, others major job killers. Given today's high-tech world, with its rapid communication and instant background checks, your red flags may follow you wherever you go. For employers, they become major objections to hiring and the bases for firing. While most interview books are designed for the perfect job seeker – the well-educated, credentialed, goal-oriented, skilled, enthusiastic, and accomplished – this book addresses those who struggle to get ahead because of their less than stellar backgrounds. Filled with interview strategies, examples, stories, quizzes, questions, sample Q&A dialogues, and advice, this is the perfect interview book for anyone with a spotted background who is also highly motivated to move ahead with their career.

***What Color is Your Parachute? Guide to Rethinking Interviews: Ace the Interview and Land Your Dream Job*** by Richard N. Bolles (2014)

The first interview book from the What Color Is Your Parachute? career guru Richard Bolles. Interviews instill fear in many a job-hunter, but this empowering guide from the father of career development, Richard Bolles, reveals that interviews are really just conversations to determine if the work--and workplace--is a great fit for both parties. In the very first Parachute-branded book to focus on interviewing, Bolles merges decades of experience with the latest studies and job-market statistics to create an all-in-one guide for the whole process, from pre-interview research to elevator pitches to salary negotiation.

***Get That Job! The Quick and Complete Guide to a Winning Job Interview*** by Thea Kelley (2017)

Praised as "Excellent" on Forbes.com, this concise interview guide gives readers proven tips and clear instructions to prepare for breakthrough interviews

***Ultimate Interview: 100's of Great Interview Answers*** by Lynn Williams (2015)

As competition for jobs in all sectors intensifies, employers are looking for more than just the right experience and skills needed for the job. They also want to gauge the potential employee's personal attributes to see if their skills are matched with qualities, such as cultural fit, engagement, likeability, and competence that will make them an asset to the company. This updated edition of Ultimate Interview highlights these intangible qualities that set one candidate apart from other, equally qualified ones. Each section of the book organizes common interview questions according to specific job types and looks at the thinking behind questions, as well as an effective method of answering.



## ***Ultimate Interview: Master the Art of Interview Success with 100's of Typical, Unusual, and Industry-Specific Questions and Answers***

by Lynn Williams (2018)

Are you preparing for an upcoming interview? Are you nervous about making a good impression or want to practice for difficult questions? From the bestselling Ultimate series, Ultimate Interview will give you all the guidance you need when preparing to ace the interview for your dream job. Renowned careers expert, Lynn Williams, will give you the edge on: understanding your interviewer and what they are looking for, highlighting the evidence that you are the perfect candidate through skills and industry knowledge, standing out from the competition, answering questions professionally, navigating the beginning of the interview, coping with difficult questions, dealing with off-the-wall questions, looking the part and knowing how to behave in telephone, video, panel and assessment center interviews.



## ***101 Job Interview Questions You'll Never Fear Again***

by James Reed (2016)

Learn the secrets to excelling at job interviews, directly from top interviewers and recruiters. You can't prepare an answer for every interview question. So, of the thousands of questions a potential employer might ask, which ones will they ask? And what should you say? After extensive research among hundreds of interviewers and thousands of interviewees, finally here's the book that will give you the answer.

## Practical Advice

### ***Don't Wear Flipflops to the Interview: and Other Obvious Tips that You Should Be Following to Get the Job You Want*** by Paul Powers (2020)

When it comes to getting a job, the smallest thing can trip you up. Powers takes you through every crucial step in your job search. Along the way, he provides strategies and techniques that are practical, market proven, easy to use, and often humorous.



## ***Job Interviews for Dummies***

by Joyce Lain Kennedy (2012)

Following a half-decade characterized by an explosion of economic crises, global expansion, and technological innovation in the job market, today's job seekers vie for employment in a tough era of new realities where few have gone before. In addition to covering how to prepare for an interview, this updated edition explores the new realities of the job market with scenarios that you can expect to encounter, an updated sample question and answer section, coverage of how you can harness social media in your job search, information on preparing for a Web-based interview, and the best ways to keep your credibility when applying for several jobs at once.

### ***Knock em' Dead: The Ultimate Job Search Guide***

by Martin John Yate (2017)

You'll learn to create a resume that works, build strong profession-relevant networks, and develop street-smart strategies for getting more interviews and learning how to turn those job interviews into job offers. More than a job-search guide, you'll have a blueprint for becoming more successful, while gaining the ability to control your professional destiny and your economic security. Rather than a series of canned answers, this book is your gold standard for job change, professional growth, and a successful and fulfilling life.

# Library Resources

## POWER Library Resume Builder

Use this mobile-friendly tool to build your resume. The easy fill-in-the-blank process allows you to add your information (contact information, experience, education, etc.) and leads to a finished resume in PDF format that you can save or email.

Access this resource at [www.berkslibraries.org/research/job-seekers](http://www.berkslibraries.org/research/job-seekers)

## Job Seekers Webpage

A collection of helpful links to local and state resources that can assist job seekers with their next career move.

Access this resource at [www.berkslibraries.org/research/job-seekers](http://www.berkslibraries.org/research/job-seekers)

## Microsoft Suite, Computer Access, Printing Services

All Berks County Public Libraries locations offer public access computer stations which are equipped with standard Microsoft products such as Word, Excel, and PowerPoint. These resources are free to use with a library card. Don't have a card? You can sign up at any library.

Additionally, your local library offers printing services for a nominal fee (approximately \$0.20 per side in B&W). Please contact your library for exact pricing.

## Computer Training

The main branch of the Reading Public Library offers regular computer training courses to help improve and polish your skills using basic Internet or Microsoft programs.

Access this resource at [readingpubliclibrary.org](http://readingpubliclibrary.org), scroll to the bottom of the page, and filter through the Upcoming Classes & Events calendar.

Your local library offers a wide variety of resources that are free to access. Some items require an active Berks County Public Libraries card which may be free obtained at any of the 23 library locations in Berks.

A library card also allows you to connect to library computer stations which are outfitted with the standard Microsoft Suite to assist in building your resume.

Scan the QR codes below to view electronic resources that will help with your employment journey. These include direct links to titles mentioned in this booklist or links to helpful pages on the [berkslibraries.org](http://berkslibraries.org) website.



Find a Library



Job Seekers Webpage



Berks Libraries Website

This booklist consists of titles related to job search and employment.  
Additional resources may be available from your library.

Book descriptions listed in this booklist are gathered from the Berks County Public Libraries' catalog. All titles are part of the county-wide catalog and can be checked out at any of our 23 locations or online at **[www.berkslibraries.org](http://www.berkslibraries.org)**.

Bernville Area Community Library  
Bethel-Tulpehocken Public Library  
Boone Area Library  
Boyertown Community Library  
Brandywine Community Library  
Exeter Community Library  
Fleetwood Area Public Library  
Hamburg Public Library  
Kutztown Community Library  
Mifflin Community Library  
Muhlenberg Community Library  
Reading Public Library–Main  
Reading Public Library–Northeast  
Reading Public Library–Northwest  
Reading Public Library–Southeast  
Robesonia Community Library  
Schuylkill Valley Community Library  
Sinking Spring Public Library  
Spring Township Library  
Village Library of Morgantown  
Wernersville Public Library  
West Lawn-Wyomissing Hills Library  
Womelsdorf Community Library



Compiled by C. Williams, community engagement specialist for Berks County Public Libraries.



Established in 1986 as a federated library system,  
Berks County Public Libraries includes 19 libraries with 23 locations.

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