

Career Book List

Helena College Library

Check out this list of new career-related books and e-books at your library. Books are organized alphabetically by subject. The call number for each print book is included after its MLA citation so that you can easily locate the title in the library (although you can always ask a librarian to help you find this!).

This list is not all the library has to offer: we have more print and electronic books about career-related topics that you can access. Search the catalog for more career-related books on the library's home page: <http://umhelen.edu/library> or check out the Career Resource Guide: <http://umhelen.libguides.com/career>

Job Searching

- Birkel, Damian. *The Job Search Checklist: Everything You Need to Know to Get Back to Work After a Layoff*. New York: AMACOM, 2014. Digital file.
- Mallegg, Kristin and Joseph M. Palmisano, eds. *Career Information Center*. 10th ed. Detroit: MacMillan, 2014. Digital file.
- United States Department of Labor. *2012-2013 Occupational Outlook Handbook*. Enhanced Credo ed. Boston: Credo Reference, 2014. Digital file.
- Wendleton, Kate. *Targeting a Great Career*. 5th ed. Boston: Cengage, 2014. Digital file.

Resumes, Cover Letters & Networking

- Bennett, Scott. *The Elements of Resume Style: Essential Rules for Writing Resumes and Cover Letters that Work*. 2nd ed. New York: AMACOM, 2014. Digital file.
- Giammetteo, Giacomo. *No Mistakes Resumes: Don't Get Caught in the Moat*. Houston: Inferno, 2013. Print. (650.142 GIA)
- Nierenberg, Andrea P. *Network Like You Mean It: The Definitive Handbook for Business and Personal Networking*. Upper River Saddle: Pearson, 2014. Print. (302.3 NIE)
- Patterson, Pamela. *Get the Job: Optimize Your Resume for the Online Job Search*. Toronto: Writer Types, 2013. Print. (650.142 PAT)
- Podesta, Sandra and Andrea Paxton. *201 Killer Cover Letters*. New York: McGraw, 2014. Digital file.
- Rose, Riley. *A Killer Resume: The Seven Secret Steps to a Resume that Gets You Hired Every Time*. Charleston: McKesson, 2013. Print. (650.14 ROS)
- Rutledge, Patrice-Anne. *My LinkedIn*. Indianapolis: Que, 2014. Digital file.
- Trew, Brandon. *Stand Out, Fit In, Get Hired: Learn How to Craft the Perfect Resume for Your Dream Job*. U.S.: Red Laurie, 2013. Print. (650.142 TRE)
- Wallwork, Adrian. *CVs, Resumes, and LinkedIn: A Guide to Professional English*. New York: Springer, 2014. Digital file.
- Wendleton, Kate. *Packaging Yourself: The Targeted Resume*. 5th ed. Boston: Cengage, 2014. Digital file.

Job Interviewing

- Bailo, Paul J. *The Essential Digital Interview Handbook: Lights, Camera, Interview: Tips for Skype, Google Hangout, GoToMeeting, and More*. Pompton Plains: Career Press, 2014. Digital file.

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- Beshara, Tony and Phillip C. McGraw. *Powerful Phrases for Successful Interviews: Over 400 Ready-to-Use Words and Phrases That Will Get You the Job You Want*. New York: AMACOM, 2014. Digital file.
- Martin, Carole. *What to Say in Every Job Interview: How to Understand What Managers are Really Asking and Give them the Answers that Land the Job*. New York: McGraw-Hill, 2014. Digital file.
- Yate, Martin J. *Knock 'Em Dead Job Interview: How to Turn Job Interviews into Job Offers*. Avon: Adams Media, 2013. Print. (650.144 YAT)
- Yeung, Rob. *Answering Tough Interview Questions for Dummies*. 2nd ed. Palo Alto: ebrary, 2013. Digital file.

Job Etiquette

- Crane, Mary. *Starting Work: For Interns, New Hires, and Summer Associates*. New York: Mary Crane & Associates, 2013. Print. (650.14 CRA)
- Popforms. *Being New at Work: A Guide for Mastering the Art of a New Job*. S.l.: Popform, 2014. Digital file.

Miscellaneous

- Jones, Mike. *Hello, Old Friend: A Resource Guide for Career Development*. North Charleston: CreateSpace, 2013. Print. (650.14 JON)
- Liu, Betty. *Work Smarts: What CEOs Say You Need to Know to Get Ahead*. Hoboken: J. Wiley & Sons, 2014. Digital file.
- Semotiuk, Andy J. *The Young Professional: A Real World Survival Guide for the New College Graduate*. Boston: Cengage, 2014. Digital file.
- Tay, Ronald. *Career Conversations: 20 Leading Professionals Share the Secrets of Their Success*. Tarrytown: Marshall Cavendish Editions, 2014. Digital file.
- Thomas, Willis H. *The Basics of Achieving Professional Certification: Enhancing Your Credentials*. Boca Raton: CRC Press, 2014. Digital file.
- Tieger, Paul D. *Do What You Are: Discover the Perfect Career for You, Through the Secrets of Personality Type*. New York: Little, Brown, 2014. Print. (650.1401 TIE)
- Van Rooy, David L. *Trajectory: 7 Career Strategies that Take You From Where You Are to Where You Want to Be*. New York: American Management Association, 2014. Digital file.

Business

- Levitt, Alexandra. *They Don't Teach Corporate in College: A Twenty-Something's Guide to the Business World*. 3rd ed. Pompton Plains: Career Press, 2014. Digital file.

Healthcare

- Friedman, Leonard H. *101 Careers in Healthcare Management*. New York: Springer, 2013. Print. (362.1068 FRI)
- Phillips, Janice and Janet Boivin. *Accellerate Your Career in Nursing: A Guide to Professional Advancement and Recognition*. Indianapolis: Sigma Theta Tau International, 2014. Digital file.

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Helena College Library

Military

Abrams, Michael P., Michael Lawrence Faulkner, and Andrea R. Nierenberg. *Business Networking for Veterans*. Upper Saddle River:Pearson, 2013. Print. (355.1154 ABR)

Psychology

Norcross, John C. and Michael A. Sayette. *Insider's Guide to Graduate Programs in Clinical and Counseling Psychology*. Revised ed. New York: Guilford. Print. (150.711 NOR)

College Success

DeLong, David. *Graduate to a Great Job: Make Your College Degree Pay Off in Today's Market*. Concord: Longstone, 2013. Print. (650.14)

Terhune, Teri Randolph. *Land Your Dream Career: Eleven Steps to Take in College*. Lanham: Rowman & Littlefield, 2013. Print. (650.14 TER).

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