

Clark, Dorie
Entrepreneurial You: Monetize Your Expertise, Create Multiple Income Streams and Thrive
Harvard Business Review Press, 2017

Fletcher, Patti
Disrupters: Success Strategies from Women Who Break the Mold
Entrepreneur Media, Inc., 2018

Graham, Dawn
Switchers: How Smart Professionals Change Careers—And Seize Success
AMACOM, 2018

Kahn, Susan
Bounce Back: How to Fail Fast and Be Resilient at Work
Kogan Page, 2020

Lim, Dion
Make Your Moment: The Savvy Woman's Communication Playbook for Getting the Success You Want
McGrawHill, 2020

Steib, Mike
The Career Manifesto: Discover Your Calling and Create an Extraordinary Life
Penguin Random House, 2018

Tamny, John
The End of Work: Why Your Passion Can Become Your Job
Regnery Gateway Publishing, 2018

Unnikrishnan, Roopa
The Career Catapult: Shake Up the Status Quo and Boost Your Professional Trajectory
Career Press, 2017

Weiss, John Henry
Moving Forward in Mid-Career: A Guide to Rebuilding Your Career After Being Fired or Laid Off
Skyhorse Publishing, 2018

PERSONALITY & VOCATIONAL GUIDANCE

Chang, Jill
Quiet is a Superpower: The Secret Strengths of Introverts in the Workplace
Berrett-Koehler Publishers, 2020

Eikleberry, Carol
The Career Guide for Creative and Unconventional People
Ten Speed Press, 2015

Orozco, Thea
The Introvert's Guide to the Workplace: Concrete Strategies for Bosses and Employees to Thrive and Succeed
Skyhorse Publishing, 2020

Pelos, Rebecca
Cool Careers Without College for People Who Love Planning and Organizing
Rosen YA, 2018

Tieger, Paul D.
Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Types
(5th edition) Little, Brown, 2014

Zichy, Shoya
Career Match: Connecting Who You Are with What You'll Love to Do
Amacom, 2017

WORKING FROM HOME

Gant, Will
Remote Work: Get a Job or Make a Career Working from Home
Simple Programmer, 2020.

Hannon, Kerry
Great Pajama Jobs: Your Complete Guide to Working from Home
Wiley, 2020

Kessler, Sarah
Gigged: The End of the Job and the Future of Work
St. Martin's Press, 2018

Mulcahy, Diane
The Gig Economy: The Complete Guide to Getting Better Work, Taking More Time Off, and Financing the Life You Want
AMACOM, 2017

Powers, Tara
Working from Home
John Wiley & Sons, Inc., 2020

Yudina, Anna
Home Work: Design Solutions for Working from Home
Thames & Hudson, 2018

The collections of the public libraries in the Monroe County Library System are primary resources for active job seekers who desire to explore their career options, discover ways to organize their job search and update their résumés, along with learning the skills of networking and interviewing.

Stop by your local library and see what it has to offer!

SCIENCE, HISTORY & SOCIAL SCIENCES DIVISION Central Library of Rochester and Monroe County

115 South Avenue
Rochester, NY 14604
(585) 428-8110



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Print Resources for Job Seekers and Career Development

Selected from the Collections of the Public Libraries in Monroe County, New York



The public libraries in the Monroe County Library System have many resources to assist job seekers in:

- Exploring career interests and options
- Organizing job searches
- Learning about networking and social media
- Preparing for interviews
- Creating effective résumés and cover letters

Monroe County Library System



JOB SEARCH

Angulo, Roberto
Getting Your First Job
John Wiley & Sons, Inc., 2018

Aujia, Dev
50 Ways to Get a Job: An Unconventional Guide to Finding Work on Your Terms
Penguin Random House, 2018

Bernstein, Brenda
The Big Book of Job-hunting Hacks: Hot to Build a Resume, Conquer the Interview, and Land Your Dream Job
Skyhorse Publishing, 2020

Bussgang, Jeffery
Entering StartUpLand: An Essential Guide to Finding the Right Job
Harvard Business Review Press, 2017

Dalton, Steve
The 2-hour Job Sear: Using Technology to Get the Right Job Faster
Ten Speed Press, 2020

Enelow, Wendy S.
Modernize Your Job Search Letter: Get Noticed ... Get Hired
Emerald Career Publishing, 2017

French, Rupert
How to Get a Good Job After 50: A Step-by-Step Guide to Job Search Success
Exisle Publishing, 2015

Gershon, Ilana
Down and Out in the New Economy: How People Find (or don't find) Work Today
The University of Chicago Press, 2017

Hannon, Kerry
Great Jobs for Everyone 50+: Finding Work That Keeps You Happy and Healthy...and Pays the Bills
(Updated edition) Wiley, 2018

Levy, Reynold
Start Now: Because That Meaningful Job is Out There, Just Waiting for You
RosettaBooks, 2020

Licht, Aliza
Leave Your Mark: Land Your Dream Job, Kill it in Your Career, Rock Social Media
Grand Central Publishing, 2015

Snyder, Kirk
Finding Work You Love: Three Steps to Getting Your Perfect Job After College
Ten Speed Press, 2020

Whitehouse, Bud
When Can You Start?: The Insider's Guide to Job Search and Career Success
Morgan James Publishing, 2020

PROFESSIONAL APPEARANCE AND ETIQUETTE

Flannery, Katherine
50 Essential Etiquette Lessons: How to Eat Lunch with Your Boss, Handle Happy Hour Like A Pro, and Write a Thank You Note in the Age of Texting and Tweeting
Althea Press, 2019

Marlowe, Christie
Presenting Yourself: How to Make a Great Impression
Mason Crest, 2020

Marventano, Jessica W
The Marvelous Millennial's Manual to Modern Manners: Professional Success and Happiness with the Help of Business Etiquette
Morgan James Publishing, 2019

Powers, Paul
Don't Wear Flip-Flops to Your Interview: And Other Obvious Tips That You Should Be Following to Get the Job You Want
Career Press, 2015

NETWORKING

Burkus, David
Friend of a Friend...: Understanding the Hidden Networks That Can Transform Your Life and Your Career
Houghton Muffin Harcourt, 2018

Coleman, Ken
The Proximity Principle: The Proven Strategy That Will Lead to the Career You Love
Ramsey Press, The Lampo Group, LLC, 2019

Gershon, Ilana
Down and Out in the New Economy: How People Find (or don't find) Work Today
The University of Chicago Press, 2017

Hoey, J. Kelly
Build Your Dream Network: Forging Powerful Relationships in a Hyper-connected World
TarcherPerigee, 2017

Levine, Alaina
Networking for Nerds: Find, Access and Land Hidden Game-Changing Career Opportunities Everywhere
Wiley-Blackwell, 2015

Misner, Ivan R
Networking Like A Pro: Turning Contacts into Connections
(2nd edition) Entrepreneur Press, 2017

SOCIAL MEDIA AND PERSONAL BRANDING

Breitbarth, Wayne
The Power Formula for Linkin Success: Kickstart Your Business, Brand and Job Search (3rd edition)
Greenleaf Book Group, 2016

Deckers, Erik
Branding Yourself: How to Use Social Media to Invent or Reinvent Yourself
(3rd edition) Que, 2018

Hennessy, Brittany
Influencer: Building Your Personal Brand in the Age of Social Media
Citadel Press, Kensington Publishing Corp., 2018

Johnson, Cynthia
Platform: The Art and Science of Personal Branding
Lorena Jones Books, an imprint of the Crown Publishing Group, 2019

Kerpen, Dave
Likeable Social Media: How to Delight Your Customers, Create an Irresistible Brand, and Be Generally Amazing on All Social Networks That Matter
McGraw-Hill, 2019

Quesenberry, Keith A.
Social Media Strategy: Marketing, Advertising, and Public Relations in the Consumer Revolution
Rowman & Littlefield, 2019

Quillen, W. Daniel
Use Social Media to Find Your Dream Job!: How to Use LinkedIn, Google+, Facebook, Twitter and Other Social Media in Your Job Search
Cold Spring Press, 2016

Serdula, Donna
LinkedIn Profile Optimization for Dummies
For dummies, a Wiley brand, 2020

Van Susteren, Greta
Everything You Need to Know About Social Media: (Without Having to Call a Kid)
Simon & Schuster Trade Paperbacks, 2017

Zimmerman, Jan
Social Media Marketing All-in-one
John Wiley & Sons, Inc., 2017

INTERVIEWING

Falcone, Paul
96 Great Interview Questions to Ask Before You Hire
(3rd edition) AMACOM, 2018

Fry, Ronald W.
101 Smart Questions to Ask on Your Interview
(4th edition) Career Press, 2016

Fry, Ronald W.
Ask the Right Questions, Hire the Best People
(4th edition) Career Press, 2018

Hoevermeyer, Victoria A.
High-impact Interview Questions: 701 Behavior-based Questions to Find the Right Person for Every Job
(2nd edition) American Management Association, 2018

Krannich, Ronald L
Job Interview Tips for Overcoming Red Flags: Winning Strategies, Examples, and Short Stories for People with Not-so-hot Backgrounds
Impact Publications, 2020

Rosen, Lester S.
The Safe Hiring Manual: The Complete Guide to Employment Screening Background Checks for Employers, Recruiters, and Job Seekers
(Revised 3rd edition) Facts on Demand Press, 2017

Ryan, Robin
60 Seconds and You're Hired!
(2nd Revised Edition) Penguin Books, 2016

Williams, Lynn
Ultimate Interview: Master the Art of Interview Success with 100s of Typical, Unusual and Industry-specific Questions and Answers
Kogan Page, 2018

RESUMES AND COVER LETTERS

Bernstein, Brenda
How to Write A Stellar Executive Resume: 50 Tips to Reaching Your Job Target
Skyhorse Publishing, 2018

Enelow, Wendy S
The Best Keywords for Resumes, Letters, and Interviews: Powerful Words and Phrases for Landing Great Jobs!
(2nd edition) Impact Publications, 2016

Lewis, Jo Ellen Dardick
Telling Your Story: A Step-by-step Guide to Drafting Persuasive Legal Resumes and Cover Letters
Carolina Academic Press, 2017

Mostyn, Steven
Resume 101: How to Write and Effective Resume, LinkedIn Profile, and Cover Letter
Steven Mostyn, 2020

Troutman, Kathryn K.
Federal Resume Guidebook: Writing the Successful "Outline Format Federal Resume"
(6th edition) The Resume Place, Inc., 2016

CAREER CHANGING AND DEVELOPMENT

Brzezinski, Mika
Comeback Careers: Rethink, Refresh, Reinvent Your Success—at 40, 50, and Beyond
Hachette Books, 2020

Cavoulacos, Alexandra
The New Rules of Work: The Muse Playbook for Navigating the Modern Workplace
Currency, 2019