



Job Searching and Career Development

Non-fiction books to help readers plan job hunts, learn about the job market, interview and network, and set themselves up for continuing career and financial success. To order any of these titles, contact the library by email, phone, mail, in person, or order through our [online catalog](#). Select titles can be [downloaded from BARD](#).

Successful Job Search Strategies for the Disabled Understanding the ADA

By Jeffery G. Allen

Read by Art Metzler

Reading time 9 hours, 31 minutes

Allen addresses the more than forty million Americans who are disabled, sixty percent of whom are unemployed. He offers advice on finding a job, gives an overview of the ADA, and discusses topics such as: where jobs are, self-assessment for a job, what to disclose regarding a disability, interview guidelines, accommodations, and enforcement of the ADA guidelines.

[Download from BARD: Successful Job Search Strategies for the...](#)

Also available on cassette RC039730

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Also available in braille BR009834

What Color is Your Parachute? a Practical Manual for Job-Hunters and Career-Changers

By Richard Nelson Bolles

Read by Ken Kliban

Reading time 16 hours, 10 minutes

Revised and updated edition of the popular guide for determining job objectives and career goals. This 2005 version assesses the impact of global outsourcing on job growth as compared to actual job vacancies, which are the product of constant employment turnover. Offers advice for finding a niche. Includes resources. 2005. 2014 edition in process (DB077533).

[Download from BARD: What Color is Your Parachute? A Practical...](#)

Also available on cassette RC061233

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Grow your Handmade Business How to Envision, Develop, and Sustain a Successful Creative Business By Kari Chapin

Read by Kerry Dukin

Reading time 8 hours, 46 minutes

In this companion to *The Handmade Marketplace* (DB0 71524), the author offers advice on selecting the right creative field, making the best use of business models, creating business, marketing, and production plans, budgeting and borrowing wisely, and using professional support. Includes tips and anecdotes from successful entrepreneurs. 2012.

[Download from BARD: Grow your Handmade Business How to Envision...](#)

Also available in digital cartridge DB076682

Work 101 Learning the Ropes of the Workplace Without Hanging Yourself

By Elizabeth Freedman

Read by Margaret Strom

Reading time 8 hours

Corporate career consultant presents her office rules for the novice professional. Covers many aspects of work conduct, including building relationships with coworkers and supervisors, showcasing strengths in meetings, mastering communication, and handling promotions and resignations. Explains e-mail pitfalls and dress codes. 2007.

[Download from BARD: Work 101: Learning the Ropes of the Workplace...](#)

Also available on digital cartridge DB067206

Encore: Finding Work That Matters in the Second Half of Life By Marc Freedman

Read by Brian Conn

Reading time 5 hours, 43 minutes

Suggests that having an "encore career" offers those of retirement age or retiring early the freedom to work in more meaningful and flexible ways. Recounts the experiences of second-career pioneers, who put fulfilling their personal desires and contributing to society ahead of income. 2007.

[Download from BARD: Encore: Finding Work that Matters in the Second...](#)

Also available on digital cartridge DB069748

The Career Chronicles an Insider's Guide to What Jobs are Really Like : the Good, the Bad, and the Ugly From Over 750 Professionals By Michael Gregory

Read by Jack Fox

Reading time 8 hours, 7 minutes

A former lawyer offers college students and young adults an overview of various professions. Discusses opportunities and includes comments from practitioners in medical, legal, financial, computer, sales, and media fields, among others. 2008.

[Download from BARD: The Career Chronicles: An Insider's Guide...](#)

Also available on digital cartridge DB068211

This is How to Get your Next Job an Inside Look at What Employers Really Want By Andrea Kay

Read by Kristin Allison

Reading time 6 hours, 17 minutes

Career consultant and syndicated columnist offers insight for improving your job search and advancing in your profession. Highlights what and what not to do, say, and wear. Discusses characteristics that employers look for and examples from her experiences. 2013.

[Download from BARD: This is How you Get your Next Job an Inside...](#)

Also available on digital cartridge DB077342

Blue Collar & Proud of It: The All-In-One Resource for Finding Freedom, Financial Success, and Security Outside the Cubicle By Joe Lamacchia

Read by Butch Hoover

Reading time 29 hours, 57 minutes

Guide to lucrative, recession-proof blue- and green-collar careers for men and women who love to work either with their hands or in nontraditional settings. Lists training, apprenticeship, and certification opportunities by U.S. state and Canadian province. Includes real-world examples of successful tradespeople. 2009.

[Download from BARD: Blue Collar & Proud of It: The All-In-One...](#)

Also available on digital cartridge DB071483

Persistence is Power! A Real-World Guide for the Newly Disabled

Employee By Jeanne Lazo

Read by Bob Moore

Reading time 10 hours, 36 minutes

Provides disabled employees with information about disability insurance, Social Security, and Workers' Compensation. Explains the Americans with Disabilities Act. Offers advice for filing claims and managing paperwork, and provides forms and resources. Addresses emotional, medical, legal, privacy, and monetary issues. 2004.

[Download from BARD: Persistence is Power! A Real World Guide for...](#)

Also available on cassette RC061175

Careers in Renewable Energy Get a Green Energy Job

By Gregory McNamme

Read by Gary Tipton

Reading time 7 hours, 4 minutes

An overview of various forms of renewable energy--solar, wind, geothermal, hydroelectric, hydrogen, and bioenergy--and the career opportunities in this growing field. Discusses "green" jobs in building, management, and transportation. Details salaries, required education, and other employment criteria. For senior high readers. 2008.

[Download from BARD: Careers in Renewable Energy Get a Green...](#)

Also available on digital cartridge DB068195

The Hard Times Guide to Retirement Security: Practical Strategies for Money, Work, and Living

By Miller Mark

Read by Butch Hoover

Reading time 8 hours, 33 minutes

Miller, a journalist and retirement consultant, recommends that baby boomers work longer during a tough economy and delay collecting social security. Offers advice on second careers, post-bubble real estate, health-care options, and other issues facing older Americans. 2010.

[Download from BARD: The Hard Times Guide to Retirement Security...](#)

Also available on digital cartridge DB072241

Can I Wear my Nose Ring to the Interview? The Crash Course : Finding, Landing, and Keeping Your First Real Job By Ellen Gordon Reeves

Read by Carol Dines

Reading time 9 hours, 3 minutes

Provides tips for applying and interviewing for jobs and suggests involvement in networking and mentoring to discover potential employers. Addresses attention-grabbing cover letters, résumé structure, interview basics, and physical preparation. Also answers frequently asked questions and discusses office etiquette. For senior high and older readers. 2009.

[Download from BARD: Can I Wear my Nose Ring to the Interview?...](#)

Also available on digital cartridge DB069746

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Also available in braille BR018515

Career Comeback 8 Steps to Getting Back on Your Feet By Bradley G.

Richardson

Read by Jake Williams

Reading time 8 hours, 49 minutes

Columnist provides an action plan for a professional and emotional comeback from a job loss. Includes handling the initial crisis, learning from experience, creating support systems, and finding employment that is more satisfying. 2004.

[Download from BARD: Career Comeback 8 Steps to Getting Back on...](#)

Also available on cassette RC059630

Job Search Handbook For People with Disabilities By Daniel J. Ryan

Read by Kerry Cundiff

Reading time 10 hours, 25 minutes

Comprehensive resource guide to career development for people with disabilities. Covers locating openings, preparing for interviews, writing resumes, using government programs, networking, and succeeding at work. Discusses available accommodations and provides job links from the U.S. Department of Labor Office of Disability Employment Policy. 2011.

[Download from BARD: Job Search Handbook for People with Disabilities](#)

Also available on digital cartridge DB077534

Also available on cassette RC058010 (older edition)

[Download from BARD as Electronic Braille BR15463](#)

Also available in braille BR015463

200 Best Jobs for Renewing America By Laurence Shatkin

Read by Kery Cundiff

Reading time 38 hours, 5 minutes

Guide to identifying and securing jobs in the six industries that are projected to grow under President Obama's 2009 American Recovery and Reinvestment Act: infrastructure, green technologies, education, information technologies, health care, and manufacturing. Lists job descriptions and security; required education, training, and skills; earnings; and growth potential. 2010.

[Download from BARD: 200 Best Jobs for Renewing America](#)

Also available on digital cartridge DB071327

Culinary Careers: How to Get Your Dream Job in Food with Advice From Top Culinary Professionals By Rick Smilow

Read by Kerry Cundiff

Reading time 18 hours, 33 minutes

Guide to working in the food industry presented by Smilow, president of the Institute of Culinary Education, and McBride, a professor of food studies. Covers education, apprenticeships, first jobs, and entrepreneurship. Features interviews with eighty-nine professionals in various vocations, including chefs, food editors, dietitians, sommeliers, and cooking-school owners. 2010.

[Download from BARD: Culinary Careers How to Get Your Dream Job...](#)

Also available on digital cartridge DB071964

Able Scientists--Disabled Persons Biographical Sketches Illustrating Careers in the Sciences for Able Disabled Students By S. Phyllis Stearner

Read by Phil Regensdorf

Reading time 3 hours, 48 minutes

Biographical sketches of twenty-seven persons with disabilities who have become scientists. They share their experiences in the belief that they are typical of other disabled scientists and young people determined to become scientists. This book was sponsored by the Foundation for Science and the Handicapped, Inc.

[Download from BARD: Able Scientists—Disabled Persons Biographical...](#)

Also available on cassette RC022753

Also available in braille BR006176

Land Your Dream Career Eleven Steps to Take in College By Tori Randolph Terhune

Read by Kristin Allison

Reading time 7 hours, 18 minutes

A guide for college students to help them take charge of their employment futures while still in school. Provides eleven strategies for use in and out of the classroom. Includes advice on developing a professional image, using social media, networking, and optimizing other career development tools. Young adult appeal. 2013.

[Download from BARD: Land Your Dream Career: Eleven Steps to Take...](#)

Also available on digital cartridge DB077469

Job Strategies for People with Disabilities Enable Yourself for Today's Job Market By Melanie Astaire Witt

Read by Ted Stoddard

Reading time 16 hours, 14 minutes

A guide for job-seekers with disabilities who, under the Americans with Disabilities Act of 1990, are entitled to compete for jobs on an equal basis with the non-disabled. Witt offers suggestions on identifying suitable jobs, uncovering marketable skills, creating standout resumes, understanding accommodation requirements, and interviewing successfully. 1992.

[Download from BARD: Job Strategies for People with Disabilities...](#)

Also available on cassette RC052584

Life After High School a Guide for Students with Disabilities and their Families By Susan Yellin

Read by Faith Potts

Reading time 10 hours, 36 minutes

Guide for high school students with disabilities and the adults in their lives provides advice on transitioning from teen years to adulthood and from high school to college or the workplace. Covers handling medical issues without parental assistance and creating a paper trail to document the disability. 2010.

[Download from BARD: Life After High School a Guide for Students...](#)

Also available on digital cartridge DB072383

[Download from BARD as Electronic Braille BR19191](#)

Also available in braille BR019191