

# JOB SEARCH PROGRAM BIBLIOGRAPHY

(UPDATED MARCH 2012)

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## TRANSITIONS & LIFE PLANNING

### BOOKS

Collins, Jan & Warner, Jan

**Next Steps: A Practical Guide to Planning for the Best Half of Your Life (The Best Half of Life)**

Linden Publishing, 2009

Gawain, Shakti

**Creative Visualization: Use the Power of Your Imagination to Create What You Want in Your Life**

New World Library, 30<sup>th</sup> Anniversary edition, 2008

Hecklinger, Fred and Black, Bernadette

**Training for Life: A Practical Guide to Career and Life Planning**

Kendall/Hunt Publishing Company, 10<sup>th</sup> edition, 2009

Massey, Howard & Tolkin, Marvin

**When I'm 64: Planning for the Best of Your Life**

Tributary Press, 2009

Nelson, Bob and Economy, Peter  
**Consulting for Dummies**  
For Dummies, 2008

Feel free to browse FSI's Stephen Low Library Holdings as well at:  
[must be accessed from a State computer]

<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## **ONLINE**

**Authentic Happiness** - <http://www.authentic happiness.sas.upenn.edu/Default.aspx>

**Family Member Appointment- FMA** [www.state.gov/m/dghr/flo/c21653.htm](http://www.state.gov/m/dghr/flo/c21653.htm)

**Family Member Employment Statistics-** [www.state.gov/m/dghr/flo/c7900.htm](http://www.state.gov/m/dghr/flo/c7900.htm)

**Hiring Mechanisms to Employ Family Members in US Missions Overseas-**  
[www.state.gov/m/dghr/flo/c21641.htm](http://www.state.gov/m/dghr/flo/c21641.htm)

**Overseas- Working in a US Embassy or Consulate-** [www.state.gov/m/dghr/flo/c21563.htm](http://www.state.gov/m/dghr/flo/c21563.htm)

**Turning Points Navigator—**[www.turningpointsresearch.org](http://www.turningpointsresearch.org)

- Their mission is to help clients “discover their meaning and purpose”.
- Offers planning tools, book, and group curricula for life transitions.
- Online assessments, coaching, and seminars are not free.

**The Rat Race Rebellion—“Bringing Sanity and Sensibility Back into your Life”**  
<http://www.ratracerebellion.com/HBCareers.htm>

## **RETIREMENT**

### **ARTICLES**

Kratz, Ellen

*“Retirement, Now What?!”*

CNN Money-

[http://money.cnn.com/galleries/2007/fortune/0706/gallery.lessons\\_from\\_first\\_year.fortune/index.html](http://money.cnn.com/galleries/2007/fortune/0706/gallery.lessons_from_first_year.fortune/index.html)

### **BOOKS**

Bolles, Richard & Nelson, John E.

**What Color Is Your Parachute? for Retirement, Second Edition: Planning a Prosperous, Healthy, and Happy Future**

Ten Speed Press, 2010

Dogu, Laura & Ferri, Richard & Larimore, Taylor & Lindauer, Mel

**The Bogleheads' Guide to Retirement Planning**

Wiley, 2011

Hinden, Stan

**How to Retire Happy: The 12 Most Important Decisions You Must Make Before You Retire**

McGraw-Hill, 3<sup>rd</sup> edition, 2009

Jason, Julie

**The AARP Retirement Survival Guide: How to Make Smart Financial Decisions in Good Times and Bad**

Sterling, 2009

Lloyd, Mark

**Supercharged Retirement: Ditch the Rocking Chair, Trash the Remote, and Do What You Love**

Hankfritz Press, 2009

Schlagheck, Jim

**Cash-Rich Retirement: Use the Investing Techniques of the Mega-Wealthy to Secure Your Retirement Future**

St. Martin's Press, 2008

Zelinski, Ernie

**How to Retire Happy, Wild, and Free: Retirement Wisdom That You Won't Get from Your Financial Advisor**

Visions International Publishing, 2009

FSI Stephen Low Library Holdings

Borchard, David C.

**The joy of Retirement: finding happiness, freedom, and the life you've always wanted**

AMACOM, 2008

CTC HQ1063.2 .U6 B67 2008

Erikson, Tamara

**Retire Retirement: Career Strategies for the Boomer Generation**

Harvard Business School Press, 2008

CTC HF5382.5 .U5 E75 2008

Hill, Robert D.

**Seven Strategies for Positive Aging**

W. W. Norton & Co., 2008

CTC HQ1061 H534 2008

Lawrence-Lightfoot, Sara

**The Third chapter: passion, risk and adventure in the 25 years after 50**

Thorndike Press, 2009

CTC HQ1064 .U5 L39 2009

Feel free to browse FSU's Stephen Low Library Holdings as well at:

[must be accessed from a State computer]

<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

**ONLINE**

**AARP (formerly the American Association of Retired People)—**[www.aarp.org](http://www.aarp.org)

**The North Carolina Center for Creative Retirement—**[www.unca.edu/nccr/](http://www.unca.edu/nccr/)

**Kiplinger's Personal Finance—**[www.kiplinger.com](http://www.kiplinger.com)

**Mature Resources--**[www.matureresources.org](http://www.matureresources.org)

**Retirement Success Profile—**[www.retirementoptions.com](http://www.retirementoptions.com)

- RSP calls itself "a mini-course on the non-financial aspects of retirement".
- The site has a free newsletter and information, but charges a fee for coaching.

**Retirement Well-Being—**[www.retirementwellbeing.com](http://www.retirementwellbeing.com)

- Interesting exercises for use in retirement planning.
- Has a free newsletter and exercises.

**Senior Journal—**[www.seniorjournal.com](http://www.seniorjournal.com)

**Social Security Administration Retirement Planner-** <http://www.ssa.gov/retirement/>

**Third Age—**<http://www.thirdage.com>

**ASSESSMENTS & WORK "FIT"**

**ARTICLES**

***"How to Begin Career Change"***

## **BOOKS**

Adrienne, Carol

### **Find Your Purpose, Change Your Life: Getting**

Bendat, William & Sukiennik, Diane & Raufman, Lisa

### **The Career Fitness Program: Exercising Your Options (9<sup>th</sup> Edition)**

- This book is geared towards college students preparing to graduate, but contains great information regarding self assessment and career choice.

Prentice Hall, 2009

Huszczo, Gregory E.

### **Making a Difference By Being Yourself: Using Your Personality Type to Find your Life's True Purpose**

Nicholas Brealy Publishing, 2010

Manz, Charles & Neck, Chris

### **Mastering Self Leadership: Empowering Yourself for Personal Excellence (5<sup>th</sup> edition)**

Prentice Hall, 2009

Rosen, Bonnie

### **Self Assessment and Career Exploitation**

Pearson learning Solutions, 2010

Sturman, Gerald M.

### **If You Knew Who You Were, You Could Be Who You Are!**

Bierman House, Inc., 2010

### **FSI Stephen Low Library Holdings**

Crawford, Matthew B

### **Shop class as soul craft: an inquire into the value of work**

Penguin Press 2009

CTC HF4824 .C72 2009

Davidson, Sara

### **Leap! What will we do with the rest of our lives?**

Ballantine Books Trade Paperbacks, 2008

CTC HQ1059.4 .D37 2008

Feel free to browse FSI's Stephen Low Library Holdings as well at:

[must be accessed from a State computer]

<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## **ONLINE**

**Assessing Transition Readiness –**

[http://www.wmbridges.com/articles/assessment\\_tools.html](http://www.wmbridges.com/articles/assessment_tools.html)

**Barriers/Challenges to Career Decision Making –**

<http://www.langara.bc.ca/academic-services/counselling/media/pdfs/Barriers.pdf>

**Birkman Career Style Summary –**

[http://www.princetonreview.com/cte/quiz/career\\_quiz1.asp](http://www.princetonreview.com/cte/quiz/career_quiz1.asp)

**Career Changers –** [www.learnmoreindiana.org/@adults/adults\\_careers/](http://www.learnmoreindiana.org/@adults/adults_careers/)

**Career Interest Profiler –** [www.testingroom.com/b2cfiles/tests.html](http://www.testingroom.com/b2cfiles/tests.html)

**Career Key –** [www.careerkey.org](http://www.careerkey.org)

**Career Maze –** [www.careermaze.com](http://www.careermaze.com)

**Career Perfect's Work preference Inventory –**

[www.careerinnovation.com/panel/values](http://www.careerinnovation.com/panel/values)

**Occupational Outlook Handbook--**

<http://www.bls.gov/oco/>

**Online Career Assessment Tools Review –**

[www.quitcareers.com/online\\_assessment\\_review.html](http://www.quitcareers.com/online_assessment_review.html)

**Princeton Review Career Quiz –** [www.princetonreview.com/cte/quiz/default.asp](http://www.princetonreview.com/cte/quiz/default.asp)

**Skills Profiler –** [www.acinet.org/acinet/skills/default.aspx](http://www.acinet.org/acinet/skills/default.aspx)

**Type Logic –** [www.typelogic.com](http://www.typelogic.com)

## **CAREER CHANGE**

*(See also "FOLLOWING YOUR PASSION OR SPIRIT" and "TRANSITIONS & LIFE PLANNING")*

## **ARTICLES**

Hansen, Katharine

*“Strategic Portrayal of Transferable Job Skills Is A Vital Job-Search Technique”*

Quintessential Careers – [www.quintcareers.com/printable/transferable\\_skills\\_technique.html](http://www.quintcareers.com/printable/transferable_skills_technique.html)

Hentz, Maureen Crawford

**“Career Changers’ Most Powerful Resume and Cover Letter Tool: Transferable Skills”**

Quintessential Careers – [www.quintcareers.com/printable/career\\_change\\_skills.html](http://www.quintcareers.com/printable/career_change_skills.html)

## **BOOKS**

Bowles, Richard M.

**What Color is Your Parachute? 2011: A Practical Manual for Job hunters and Career-Changers**

- The book has updated suggestions and stays on the cutting edge of job searching, while still giving out timeless advice.

Ten Speed Press, 2011

DeLong, Thomas

**Flying Without a Net: Turn Fear of Change into Fuel for Success**

Harvard Business Press, 2011

Fields, Jonathan

**Career Renegade: How to Make a Great Living Doing What You Love**

Crown Business, 2009

Shane, Deborah

**Career Transition- Make the Shift: Your Five Steps to Successful Career Reinvention**

CreateSpace, 2011

Shatkin, Laurence

**The Sequel: How to Change Your Career Without Starting Over**

Jist Works, 2011

Talane Miedaner

**Coach Yourself to a New Career: 7 Steps for Reinventing your Professional Life**

McGraw Hill, 2010

FSI Stephen Low Library Holdings

Erikson, Tamara

**Retire Retirement: Career Strategies for the Boomer Generation**

Harvard Business School Press, 2008

CTC HF5382.5 .U5 E75 2008

Watkins, Michael

**Your Next Move: The Leader's Guide to Major Career Transitions**

Harvard Business Press, 2009

CTC HD38.2 .W377 2009

Feel free to browse FSI's Stephen Low Library Holdings as well at:

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<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## **ONLINE**

### **Career One Stop -**

[www.careeronestop.org/studentsandcareeradvisors/studentsandcareeradvisors](http://www.careeronestop.org/studentsandcareeradvisors/studentsandcareeradvisors)

- Another excellent Department of Labor website.
- This one includes guidance on changing careers: where to start, which industries are growing, how to qualify, how to get a job, is additional education worth the investment of time and money?

### **Vocation Vacations –** <http://vocationvacations.com>

- Testdrive a possible career!

### **What's Next? –** [www.whatsnext.com](http://www.whatsnext.com)

- A magazine and website focusing on second careers; targeted at “men whose priorities are shifting: from traditional careers toward work that is personally fulfilling, from getting rich to giving back, from staying late at the office to seeing the world.”
- Articles on health, money, travel and careers.

## **VIDEOS**

### How To Plan a Mid-Life Career Change

Howdini.com- <http://www.howdini.com/howdini-video-6649314.html>

- This video is geared towards Private Sector, but contains great information
- 2008

### How To Work With a Career Coach

Howdini.com- <http://www.howdini.com/howdini-video-6619363.html>

2008

## RESEARCHING OCCUPATIONS

### **BOOKS**

Castelluci, Marion B. & Throop, Robert K.

**Reaching Your Potential: Personal and Professional Development**

Wadsworth Publishing, 2009

Moody, Patricia & Sherfield, Robert

**Solving the Professional Development Puzzle: 101 Solutions for Career and Life Planning**

Prentice Hall, 2008

Feel free to browse FSI's Stephen Low Library Holdings as well at:

[must be accessed from a State computer]

<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

### **ONLINE**

**America's Career InfoNet**—<http://www.acinet.org>

**JobStar—Career Guides**—<http://jobstar.org/tools/careerindex.php>

**Manpower Employment and Training Services-** [www.state.gov/m/dghr/flo/c21630.htm](http://www.state.gov/m/dghr/flo/c21630.htm)

**Occupation Outlook Handbook**—[www.bls.gov/oco/](http://www.bls.gov/oco/)

**O\*Net Online**—<http://online.onetcenter.org/>

**US Department of Labor's Career Guide to Industries**—[www.bls.gov/oco/cg](http://www.bls.gov/oco/cg)

**Teaching Overseas-** [www.state.gov/m/dghr/flo/c21946.htm](http://www.state.gov/m/dghr/flo/c21946.htm)

**Randolph Macon College's Career Research Webpage-**

<http://www.rmc.edu/offices/career/researchocc.aspx>

**QuintCareers.com has a specific Career Changer Page-**

<http://www.quintcareers.com/career-changer.html>

**Educational Portal.com has a bank of Videos related to Researching Occupations-**

[http://education-portal.com/video\\_library/Researching\\_Careers\\_Videos.html](http://education-portal.com/video_library/Researching_Careers_Videos.html)

## FOLLOWING YOUR PASSION OR SPIRIT

(See also "CAREER CHANGE" and "TRANSITIONS & LIFE PLANNING")

### **ARTICLES**

De Bottom, Elaine

*"The Real Meaning of Your 'True Calling'"*

November 2009 issue, Oprah Magazine

<http://www.oprah.com/spirit/Find-Your-True-Calling-Career-Advice>

### **BOOKS**

Cohen, William A.

**How to Make it Big as a Consultant**

AMACOM, 2009

Dreher, Diane

**Your Personal Renaissance: 12 Steps to Finding Your Life's True Calling**

Da Capo Press, 2008

Dunning, Donna

**What's Your Type of Career?: Unlock the Secrets of Your Personality to Find Your Perfect Career Path**

Nicholas Brealey Publishing, 2010

Miller, Dan

**No More Mondays: Fire Yourself – and Other Revolutionary Ways to Discover Your True Calling**

WaterBrook Press, 2008

**48 Days to the Work You Love**

B&H Publishing Group, 2010

Rosengren, Curt

**The Occupational Adventure Guide: A Travel Guide to the Career of Your Dreams E-Book**

- Rosengren runs "Passion Catalyst International" which helps people find the passions that will lead them to more satisfying jobs.
- The website offers other e-books, speaking engagements and a blog for job hunters and career changers.

E-book available at [www.passioncatalyst.com](http://www.passioncatalyst.com)

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<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## NETWORKING

### **ARTICLES**

Dubois, Lou

*"How to Network Effectively"*

INC.com's website- <http://www.inc.com/guides/2010/08/how-to-network-effectively.html>

Epstein, Boris

*"How to Use Facebook for Professional Networking"*

Mashable.com- <http://mashable.com/2009/08/14/facebook-networking/>

Hansen, Randall S.

*"Using Key Marketing Tools to Position Yourself on the Job Market"*

Quintessential Careers website- [www.quintcareers.com/jobseeker\\_marketing\\_tools.html](http://www.quintcareers.com/jobseeker_marketing_tools.html)

Levinson, Meredith

*"How to Network: 12 Tips for Shy People"*

CIO.com-

[http://www.cio.com/article/164300/How to Network 12 Tips for Shy People?page=2&taxonomyId=3127](http://www.cio.com/article/164300/How_to_Network_12_Tips_for_Shy_People?page=2&taxonomyId=3127)

Male, Bianca

*"How to Network Like a Pro"*

Business Insider website-

[http://www.cio.com/article/164300/How to Network 12 Tips for Shy People?page=2&taxonomyId=3127](http://www.cio.com/article/164300/How_to_Network_12_Tips_for_Shy_People?page=2&taxonomyId=3127)

Peters, Tom

*"The Brand Called You"*

*Fast Company* magazine

<http://fastcompany.com/magazine/10/brandyou.html>

### **BOOKS**

Agin, Frank & Howes, Lewis

**LinkedWorking: Generating Success on LinkedIn the World's Largest Professional Networking Site**

Four Eighteen Enterprises, 2009

Alba, Jason & Scoble, Robert & Stay, Jesse

**I'm on Facebook, Now What?: How to Get Personal, Business and Professional Value From Facebook**

Happy About, 2008

Alexander, David & Hilliard, Brian & Misner Ivan

**Networking Like a Pro: Turning Contacts Into Connections**

Entrepreneur Press, 2011

Benjamin, Susan

**Perfect Phrases for Professional Networking: Hundreds of Ready-to-Use Phrases for Meeting and Keeping Helpful Contacts – Everywhere You Go**

McGraw-Hill, 2009

Byrne, Coleen & Greene, Brenda

**The Web 2.0 Jobfinder: Winning Social Media Strategies to Get the Job You Want From Fortune 500 Pros**

Career Press, 2011

Devora, Zack

**Networking for People Who Hate Networking: A Field Guide for Introverts, the Overwhelmed, and the Underconnected**

Berrett-Koehler Publishers, 2010

Pierson, Orville

**Highly Effective Networking: Meet the Right People and Get a Great Job**

Career Pres, 2009

Hartley, Darin

**10 Steps to Successful Social Networking for Business (ASTD 10 Steps Series)**

American Society for Training & Development, 2010

Morris, Tee

**All a Twitter: A Personal and Professional Guide to Networking With Twitter**

Que, 2009

Serdula, Donna

**LinkedIn Makeover: Professional Secrets to a POWERFUL LinkedIn Profile**

Donna Serdula, 2011

Schaffer, Neil

**Windmill Networking: Understanding, Leveraging & Maximizing LinkedIn: An Unofficial, Step-by-Step Guide to Creating & Implementing Your LinkedIn Brand - Social Networking in a Web 2.0 World**

BookSurge Publishing, 2009

Sweeney, Joe & Yorkey, Mike

**Networking is a Contact Sport: How Staying Connecting and Serving Others will help You Grow Your Business, Expand Your Influence – or Even Land Your Next Job**

BenBella Books, 2010

Feel free to browse FSI's Stephen Low Library Holdings as well at:

[must be accessed from a State computer]

<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## **ONLINE**

**Mashable.com's Networking page-**

<http://mashable.com/2010/07/02/professional-social-networking/>

**Quintessential Careers--** <http://www.quintcareers.com/networking.html>

**The Ladders' Networking Section--**

<http://www.theladders.com/career-advice/networking>

**BusinessNetworkingAdvice.com's**

**NetworkingSection—**

<http://businessnetworkingadvice.com/resources/networking-resources.htm>

- Links to networking resources as well as interview transcripts with professionals skilled in networking

## **NETWORKING GROUPS**

**BizLaunch—**[www.arlingtonvirginiausa.com/bizlaunch](http://www.arlingtonvirginiausa.com/bizlaunch)

Operated by Arlington County for small businesses.

Offers Information, counseling, research, education and networking.

**DC Web Women—**[www.dcwebwomen.org](http://www.dcwebwomen.org)

- Limited to DC area.

**WomenNetwork—**[www.ewomennetwork.com](http://www.ewomennetwork.com)

- National groups of female business owners and professionals.

**Execunet**—[www.execunet.com](http://www.execunet.com)

- Offers free networking groups all over the country.
- Free newsletter with good job search advice.
- Job board.

**The Falls Church Episcopal Church**—[www.jobsministry.org/default.htm](http://www.jobsministry.org/default.htm)

- A jobs ministry that is open to all job search courses and meetings.
- Limited to DC area.
- Also have good resources online (including links to many area employers).

**McCarthy and Company**—[www.careertran.com](http://www.careertran.com)

- An Arlington firm that deals in career transition.
- Offers “Executive Network Group” meetings for networking, learning, and circulating your resume (a per-meeting charge applies).

**Society for International Development**—[www.sidw.org](http://www.sidw.org)

**Washington Network Group**—[www.washingtonnetworkgroup.com](http://www.washingtonnetworkgroup.com)

**Women in International Security**—<http://wiis.georgetown.edu>

**World Affairs Council**—[www.worldaffairsdc.org](http://www.worldaffairsdc.org)

- This is the address of the DC branch, but there are branches of the organization throughout the US.

**OTHER ONLINE RESOURCES**

**Business Journal**—[www.bizjournals.com](http://www.bizjournals.com)

- Choose your city.
- Under “Events”, see “Business Events” for local networking opportunities.
- On this site you will find a list of business events, including networking events. This is an especially rich source for the Washington DC market.

**ListServ Directories**

- **Topica**—<http://lists.topica.com/>
- **Google Groups**—<http://groups.google.com>

**LinkedIn.com**

- An online networking resource for professionals.

**Meetup.com**

- Search for local groups that match your personal interests. Many professional groups and interests represented.

### **Facebook.com**

- An online networking resource targeted at students (more social than professional)

### **Bebo.com**

- A social networking site used predominantly by Europeans.

## **VIDEOS**

### “Introduction to Social Networking”

- Unfortunately only the introduction is available for free, but it is a great basic look at social networking

Howcast.com-

<http://www.howcast.com/videos/210741-Introduction-To-Social-Networking>

### “How to Use Facebook” Series

eHow.com- [http://www.ehow.com/videos-on\\_108\\_use-facebook.html](http://www.ehow.com/videos-on_108_use-facebook.html)

### “How to Use LinkedIn” Series

eHow.com- <http://www.ehow.com/how-to-use-linkedin/>

### “How to Use Twitter” Series

eHow.com- <http://www.ehow.com/use-twitter/>

If you are still wondering about how to use a certain aspect or facet of a particular social networking site (like creating a private group on Facebook for example), searching Youtube.com or Google.com can often lead to your answer.

- Most good “How To” articles or videos will also show you screen shots or clips of the steps involved, which is extremely helpful, especially if you are new to social networking.
- If the first link you find doesn’t answer your question try other links. If these still don’t answer your question, try to re-phrase your question trying to use the most technical and site-specific terms possible.
  - E.g. “Ways to take off name in picture on Facebook” won’t work as well as “Ways to de-tag yourself on Facebook”
  - OR, if you do not know site specific terms, you could first attempt to search for those terms, and then search for an answer to your question.

## **RESUMES**

### **ARTICLES**

*"How to Write a Resume When Changing Careers"*

eHow.com [http://www.ehow.com/how\\_1369\\_write-resume-changing.html](http://www.ehow.com/how_1369_write-resume-changing.html)

Eagar, Heather

*"You're Ready For A Career Change... Is Your Resume?"*

Resume Resource – [www.resume-resource.com/article30.html](http://www.resume-resource.com/article30.html)

Jobs & Careers Newspaper & Jobs Fairs website

*"Writing A Resume For A Career Change"*

Jobs & Careers Newspaper & Job Fairs –

[www.jobscareers.com/articles/writingresumecareerchange.html](http://www.jobscareers.com/articles/writingresumecareerchange.html)

Isaacs, Kim

*"Resume Dilemma: Career Change"*

Monster.com - <http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/resume-dilemma-career-change/article.aspx>

## **BOOKS**

Beatty, Richard H.

**175 High-Impact Cover Letters**

Wiley, 2008

Enelow, Wedy S. & Kursmark, Louise M.

**Expert Resumes for Career Changers**

Jist Works, 2<sup>nd</sup> edition, 2010

Greene, Brenda

**Get the Interview Every Time: Fortune 500 Hiring Professionals' Tips for Writing Winning Resumes and Cover Letters**

Dearborn Trade Publishing, 2<sup>nd</sup> edition, 2008

Ireland, Susan

**The Complete Idiot's Guide to the Perfect Resume**

Alpha, 5 edition, 2010

Karsh, Brad & Pike, Courtney

**How to Say It on Your Resume: A Top Recruiting Director's Guide to Writing the Perfect Resume for Every Job**

Prentice Hall Press, 2009

Nadler, Burton & Schuman Nancy

**The Resume and Cover Letter Phrase Book: What to Write to Get the Job That's Right**  
Adams Media, 2010

Whitcomb, Susan Britton

**Resume Magic: Trade Secrets of a Professional Resume Writer**  
Jist Works, 2010

Yates, Martin

**Knock 'em Dead Cover Letters**  
Adams Media Corporation, 2010

### E-Books

Enelow, Wendy

**100 Winning Resume for \$100,000**  
Amazon Digital Services

### FSI Stephen Low Library Holdings

Enelow, Wendy S.

**Expert Resumes for Managers and Executives**  
JIST Works, 2003  
CTC HF5383 .E47879 2003

Feel free to browse FSI's Stephen Low Library Holdings as well at:

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<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

### ONLINE

JobsCareers.com advice specific to career change resumes-

<http://www.jobscareers.com/articles/writingresumecareerchange.html>

Monster.com advice specific to career change resumes-

<http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/resume-dilemma-career-change/article.aspx>

Quintcareers.com advice specific to career change resumes-

[http://www.quintcareers.com/career\\_change\\_skills.html](http://www.quintcareers.com/career_change_skills.html)

### VIDEOS

Brian Krueger of CollegeGrad.com has a number of excellent 1 minute videos on resumes on his Youtube.com channel page- <http://www.youtube.com/user/BrianKrueger#g/u> (if you scroll to the bottom left of the videos field there is an option to Load More)

The University of California, Irvine Career Center has many great videos concerning resumes. [http://www.career.uci.edu/Career\\_Center\\_Videos.aspx](http://www.career.uci.edu/Career_Center_Videos.aspx)

## COVER LETTERS

### **ARTICLES**

Career Change Sample Cover Letter  
Monster.com

<http://career-advice.monster.com/resumes-cover-letters/cover-letter-samples/career-change-cover-letter-sample/article.aspx>

Isaacs, Kim

*"Career Change Cover Letters"*

Resume power.com

<http://www.resumepower.com/career-change-cover-letter.html>

Rossheim, John

*"Cover Letters Build the Case for Workers Over 50"*

*Special Report*, Monster.com Careers at 50+

<http://career-advice.monster.com/resumes-cover-letters/cover-letter-tips/cover-letters-for-50-plus-workers/article.aspx>

*"How to Write a Career Change Cover Letter"*

eHow.com- [http://www.ehow.com/how\\_4730229\\_write-career-change-cover-letter.html](http://www.ehow.com/how_4730229_write-career-change-cover-letter.html)

### **BOOKS**

Enelow, Wendy S.

**Cover Letter Magic, 4th Ed: Trade Secrets of Professional Resume Writers**

Jist Works, 2010

Farr, Michael & Kursmark, Louise

**15-Minute Cover Letter: Write an Effective Cover Letter Right Now**

Jist Works, March 2009

Kursmark, Louise and Enelow, Wendy

**Cover Letter Magic: Trade Secrets of Professional Resume Writers**

JIST Works, 4 edition, 2010

Morris, R. Scott

**Polished: Adding Shine to Your Resume, Cover Letter, and Interview Skills**

Morris Consulting LLC, 2010

Walsh, Richard

**The Only Resume and Cover Letter Book You'll Ever Need: 600 Resumes for All Industries 600 Cover Letters for Every Situation 150 Positions from Entry Level to CEO**

Adams Media, 2008

Yate, Martin

**Knock 'em Dead Cover Letters: Great letter techniques and samples for every step of your job search (Cover Letters That Knock 'em Dead)**

Adams Media, 2010

[FSI Stephen Low Library Holdings](#)

Enelow, Wendy S.

**Cover letter magic: trade secrets of professional resume writers**

Jist Works, 2004

CTC HF5383 .E4787 2004

Feel free to browse FSI's Stephen Low Library Holdings as well at:

[must be accessed from a State computer]

<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## **ONLINE**

**College Grad.com** – [www.collegegrad.com/coverletters/](http://www.collegegrad.com/coverletters/)

**Job Smart** – <http://jobstar.org/tools/resume/cletters.php>

**Positively Minnesota** - <http://www.positivelyminnesota.com/>

**Monster.com** – Cover Letter Tips

<http://career-advice.monster.com/resumes-cover-letters/cover-letter-tips/jobs.aspx>

**The Riley Guide** – [www.rileyguide.com/cover.html](http://www.rileyguide.com/cover.html)

## **VIDEO**

“How to Write a Cover Letter”

Howcast.com- <http://www.howcast.com/videos/2505-How-To-Write-a-Cover-Letter>

Brian Krueger of CollegeGrad.com has a number of excellent 1 minute videos on cover letters on his Youtube.com channel page- <http://www.youtube.com/user/BrianKrueger#g/u> (if you scroll to the bottom left of the videos field there is an option to Load More)

## INTERVIEWING

### **ARTICLES**

“How to Pass a STAR Behavioral Interview”

eHow.com- [http://www.ehow.com/how\\_4770536\\_pass-star-behavioral-job-interview.html](http://www.ehow.com/how_4770536_pass-star-behavioral-job-interview.html)

Rossheim, John

“Six Interview Tips for Career Change”

Monster.com-<http://career-advice.monster.com/job-interview/interview-preparation/6-interview-tips-career-changers/article.aspx>

### **BOOKS**

Beshara, Tony

**Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job**  
AMACOM, 2008

Deluca, Matthew J.

**Best Answers to the 201 Most Frequently Asked Interview Questions**  
McGraw-Hill, 2010

Falcone, Paul

**96 Great Interview Questions to Ask Before You Hire**  
AMACOM, 2 edition, 2008

Fry, Ron

**101 Great Answers to the Toughest Interview Questions**

- Examples of responses employers are seeking to standard questions.

Thomson Delmar Learning, 6 edition, 2009

Fry, Ron

**101 Smart Questions to Ask Your Interview**  
Course Technology PTR, 3 edition, 2009

Kador, John

**301 Best Questions to Ask Your Interview**

McGraw-Hill, 2 edition, 2010

Kennedy, Joyce Lain

**Job Interviews for Dummies**

For Dummies, 2008

Lerner, Dick

**Dress Like the Big Fish: How to Achieve the Image You Want and Achieve the Success You Deserve**

Bell Air Fashions Press, 2008

Park Avenue Productions [videorecording]

**Ace the Interview: Get the Job You've Always Wanted**

Porot, Daniel with Haynes, Frances Bolles

**The 101 Toughest Interview Questions: And Answers That Win the Job!**

Ten Spread Press, 2009

Powers, Paul

**Winning Job Interviews**

Career Pr Inc., 2009

Ryan, Robin

**60 Seconds and You're Hired!**

Penguin, 2008

Feel free to browse FSI's Stephen Low Library Holdings as well at:

[must be accessed from a State computer]

<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

**ONLINE**

**Career Change Advice-** <http://www.the-happy-manager.com/career-change-advice.html>

- An online article geared toward career changers and questions that they should ask in an interview.

**HireVue –** [www.hirevue.com](http://www.hirevue.com)

- Wave of the future? Videotaped resumes and interviews.

**Interview Studio –** [www.interviewstudio.com](http://www.interviewstudio.com)

- More videotaped resumes and interviews.

**Interview Tips-** <http://www.midlife-career-change.com/Interview-Tips.html>

- Interview tips geared toward career-changers.

**Monster Interview Center** <http://interview.monster.com>

- Short, easy-to-read articles with good advice.

## **VIDEOS**

How to Prepare for a Job Interview

Howdini.com- <http://www.howdini.com/howdini-video-6659390.html>

2008

How to Ace a Job Interview

Howdini.com- <http://www.howdini.com/howdini-video-10857703.html>

2008

Brian Krueger of CollegeGrad.com has a number of excellent 1 minute videos on interviewing (and how to answer specific interview questions) on his Youtube.com channel page-

<http://www.youtube.com/user/BrianKrueger#g/u>

(if you scroll to the bottom left of the videos field there is an option to Load More)

The University of California, Irvine Career Center has a few videos concerning Interviews presented both from the Employer and Employee perspectives-

[http://www.career.uci.edu/Career\\_Center\\_Videos.aspx](http://www.career.uci.edu/Career_Center_Videos.aspx)

## GENERAL JOB SEARCH

### **ARTICLES**

Donaldson-Evans, Catherine

*"Career Change: How to Make It Happen"*

Huffington Post, July 2011

- Outstanding article detailing the process of career change.

### **BOOKS**

Bolles, Richard Nelson

**Job Hunter's Survival Guide**

Ten Speed Press, 2009

Bolles, Richard Nelson

**What Color Is Your Parachute 2010? A Practical Manual for Job-hunters And Career Changes**

- Practical guidance. A classic. Explains the “hidden job market” well.

Ten Speed Press, 2010

Brietbarth, Wayne

**The Power Formula for LinkedIn Success: Kick-start Your Business, Brand, and Job Search**

Greenleaf Book Group 2011

Dawson, Kenneth & Dawson, Sheryl

**The Total job Search System (3<sup>rd</sup> Edition)**

Total Career resources, 2008

Dikel, Margaret Riley; Roehm, Frances; and Oserman, Steve

**The Guide to Internet Job Searching**

McGraw-Hill, 2008

Kennedy Information

**The Directory of Executive Recruiters**

Kennedy Information, 2008

Levinson, Jay Conrad & Perry, David E.

**Guerrilla Marketing for Job Hunters 3.0: How to Stand Out from the Crowd and Tap Into the Hidden Job Market using Social Media and 999 other Tactics Today**

Wiley, 2011

Solomon, Amy & Talyor, Terry & Tyler, Lori & Wilson, Gwenn

**100% Job Search Success (2<sup>nd</sup> Edition)**

Wadsworth Publishing, 2011

- Great Reference for Online Professional Job Search tools (LinkedIn, Online Applications etc.)

Weddle’s – [www.weddles.com](http://www.weddles.com) – telephone 317-916-9424

**Weddle’s 2011 Guide to Employment Internet Sites**

2011

Yate, Martin

**Knock ‘em Dead: The Ultimate Job Seekers Handbook**

Adams Media, 2010

FSI Stephen Low Library Holdings

Geary, Gail

**Over 40 job search guide: ten strategies for making your age an advantage in your career**

Jist Pub., 2005  
CTC HF5382.7 .G43 2005

Slesinger, Larry  
**Search: winning strategies to get your next job in the non-profit area**  
Piemonte Press, 2004  
CTC HF5382.7 .S567 2004

Feel free to browse FSI's Stephen Low Library Holdings as well at:  
[must be accessed from a State computer]

<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## **ONLINE**

**All Job Search** – [www.alljobsearch.com](http://www.alljobsearch.com)

**America's Career InfoNet** – [www.acinet.org](http://www.acinet.org)

**America's Job Bank** – [www.ajb.org](http://www.ajb.org)

**American University's School of International Studies Career Center** –  
[www.american.edu/careercenter/students/career/SIS\\_sites.html#general](http://www.american.edu/careercenter/students/career/SIS_sites.html#general)

- An excellent list of companies and organizations with hyperlinks to each.

**BlueSteps** – [www.BlueSteps.com](http://www.BlueSteps.com)

- The Association of Executive Search Consultants provides this service for retained executive search firms that are looking for experienced executives.
- For a fee, you can make your "Executive Profile" and resume available to member firms. Other services are also offered.

**Business.com** – [www.business.com](http://www.business.com)

- Directory of US businesses organized by type with links to the companies.

**BusinessJournal** – [www.bizjournals.com](http://www.bizjournals.com)

- Published in many US cities. In DC area, Washington Business Journal has good leads on government contract awards.
- In addition to business news, these publications list jobs, job fair schedules, and networking events. You can subscribe via e-mail for free.

**BusinessWeek** – [www.businessweek.com](http://www.businessweek.com)

- This magazine and website are excellent sources of job search leads and advice.

**CareerOneStop** - <http://www.careerinfonet.org>

- Resources for every step in the job search/transition process.

**CareerJournal of The Wall Street Journal** –

<http://online.wsj.com/public/page/news-career-jobs.html>

- Free website with excellent advice on the job search, including salary information – one of the best.
- They also have a good job board that enables you to search for jobs by key word, location, profession and other factors.

**Employment Publications and Resources-** [www.state.gov/m/dghr/flo/c21635.html](http://www.state.gov/m/dghr/flo/c21635.html)

**Employment Services-** [www.state.gov/m/dghr/flo/c21646.html](http://www.state.gov/m/dghr/flo/c21646.html)

**Employment Options for Evacuees-** [www.state.gov/m/dghr/flo/c23184.htm](http://www.state.gov/m/dghr/flo/c23184.htm)

**Fast Company** – [www.fastcompany.com](http://www.fastcompany.com)

- A magazine and website offering good information and resources, including “Interactive Directory of Companies”.

**Federal Employment-** [www.state.gov/m/dghr/flo/c21566.htm](http://www.state.gov/m/dghr/flo/c21566.htm)

**Foreign Policy Association** – [www.fpa.org](http://www.fpa.org)

- An excellent website for jobs that interest foreign affairs professionals.
- Free weekly Global jobs Newsletter via e-mail.

**Fortune Magazine** – [www.fortune.com](http://www.fortune.com)

- There is free access to much of the site, but some sections (like the Famous 500) require a subscription.
- Great articles on business trends, excellent small business section on website.

**Government Executive** – [www.govexec.com](http://www.govexec.com)

- This magazine is available by subscription only, not at newsstands.
- Includes useful articles on government contractors and contracting trends, an annual list of the top 200 USG contractors, as well as guide to who’s who in technology contractors.
- Publishes a retirement-related column every Friday available by free e-mail subscription.

**Hand Carry Important Papers and Computer Disks: Don’t Leave Home Without Them-**

[www.state.gov/m/dghr/flo/c21649.htm](http://www.state.gov/m/dghr/flo/c21649.htm)

**Home-based Businesses-** [www.state.gov/m/dghr/flo/c21567.htm](http://www.state.gov/m/dghr/flo/c21567.htm)

**Guide-** [www.state.gov/m/dghr/flo/c21620.htm](http://www.state.gov/m/dghr/flo/c21620.htm)

**International Career Employment Weekly** – [www.internationaljobs.org](http://www.internationaljobs.org)

Weekly newspaper has 500+ job vacancies. Includes some jobs in US and a lot overseas.

- Subscription charge reasonable. You can check out some ads for free on the website, but to see all you must subscribe.

**Job Fairs-** [www.state.gov/m/dghr/flo/c21660.htm](http://www.state.gov/m/dghr/flo/c21660.htm)

**Job Hunters Bible** – [www.jobhuntersbible.com](http://www.jobhuntersbible.com)

- The website of Richard Bolles, the author of **What Color Is Your Parachute?**

**Job-O-Magic** – [www.jobomagic.com](http://www.jobomagic.com)

- Contains a directory of job boards to help you find the right ones for your profession and location.
- Rates job boards in terms of effectiveness.

**MBA-exchange.com** – [www.MBA-Exchange.com](http://www.MBA-Exchange.com)

- Offers a monthly newsletter and information on companies currently hiring.
- Connects veterans with companies that value their diverse background.

**Monster** – [www.monster.com](http://www.monster.com)

- THE biggest job board; free access.
- Offers job search advice, including good interview exercises.

**Negotiating a Salary Package-** [www.state.gov/m/dghr/flo/c21638.htm](http://www.state.gov/m/dghr/flo/c21638.htm)

**Occupational Outlook Handbook--**

<http://www.bls.gov/oco/>

**Part Time Careers** – [www.ratracerebellion.com/HBCareers.htm](http://www.ratracerebellion.com/HBCareers.htm)

**Retirement and the Foreign Service Spouse-** [www.state.gov/m/dghr/flo/c21569.htm](http://www.state.gov/m/dghr/flo/c21569.htm)

**6FigureJobs.com** – [www.6FigureJobs.com](http://www.6FigureJobs.com)

**US Chamber of Commerce** – [www.uschamber.com](http://www.uschamber.com)

- Posts a directory of Chambers in the US plus a directory of Chambers abroad.
- Individual Chamber websites often have reports on local economy plus hyperlinks to local employment commissions, business organizations and companies.

**University of California at Berkley** – <http://career.berkeley.edu/major/major.stm>

**University of Manitoba** – <http://umanitoba.ca/student/counselling/resources/>

**USA – Employment for Family Members Returning to the United States-**  
[www.state.gov/m/dghr/flo/c21565.htm](http://www.state.gov/m/dghr/flo/c21565.htm)

**WetFeet, Inc. – [www.WetFeet.com](http://www.WetFeet.com)**

- Offers helpful articles and career tools.
- Sells “insider guides” on various topics such as “25 Top Consulting Firms,” “Advertising & Public Relations,” “Job Hunting A to Z”, and “Real Estate”.

**Women in International Security – <http://wiis.georgetown.edu>**

- Excellent Job listings for WIIS members.
- Excellent networking opportunities.

## **VIDEOS**

How to Find a Job During a Recession

Howdini.com- <http://www.howdini.com/howdini-video-6649156.html>  
2008

How to Land a Job Interview

Howdini.com- <http://www.howdini.com/howdini-video-6618740.html>  
2008

The University of California, Irvine Career Center has a few videos concerning the Job Search-  
[http://www.career.uci.edu/Career\\_Center\\_Videos.aspx](http://www.career.uci.edu/Career_Center_Videos.aspx)

## **More Targeted Job Search Tools**

*(Available online only: <http://www.state.gov/m/fsi/tc/c21037.htm>)*

- Adventure, Outdoor & Sports
- Animals & Wildlife
- Associations
- Consulting
- Contractors, USG
- Cross-cultural Training & Consulting
- Economics, Finance & Trade
- Education
- Environmental Action
- Government
- Health & Human Services
- Information Technology
- International Development
- International Exchanges
- International – Overseas
- Law
- Music & Arts
- Nonprofit Organizations
- Office Management & Administrative Support
- Politics and Political Science
- Public Affairs
- Security Clearances
- Security Professionals
- Seniors
- Small Business
- Telecommuting
- Temporary & Part-time
- Think Tanks
- Travel & Hospitality Industries
- Volunteer Opportunities
- Washing, DC Area

- Writing and Publishing

## JOB FAIRS

### ONLINE

#### **Career Fairs** – [www.careerfairs.com](http://www.careerfairs.com)

- Good free site completely devoted to job fairs. Doesn't include all job fairs everywhere but is a good source for general searches in US and Canada.
- You can search by month, category and state.

#### **Corporate Gray Online** – [www.corporategray.com](http://www.corporategray.com)

- Lists military career fairs all over the US; many are open to civilians

#### **Diversity Job Fairs** – [www.diversityjobfairs.com](http://www.diversityjobfairs.com)

#### **Employment Guide** – [www.employmentguide.com/browse\\_jobfairs.html](http://www.employmentguide.com/browse_jobfairs.html)

- Has a free job board for domestic jobs.
- Contains lists of educational opportunities and US job fairs.

#### **Intelligence Careers** – [www.intelligencecareers.com/careerfairs/](http://www.intelligencecareers.com/careerfairs/)

- Free access to site
- Most “events” listed on this site are “Defense Systems & Intelligence Careers” job fairs. The event announcements include lists of confirmed participants (the companies).
- Lists some intelligence “industry” jobs and offers a connection to ThinkingJobs.com which has another job board.
- Very DC-centric, but does include some fairs in other areas of the US.

#### **IT Career Events** – [www.it-careernet.com](http://www.it-careernet.com)

#### **Jobexpo.com** – [www.jobexpo.com](http://www.jobexpo.com)

#### **National Career Fairs** – [www.nationalcareerfaairs.com](http://www.nationalcareerfaairs.com)

#### **Nonprofit Career Fairs** - [www.idealists.org/faairs](http://www.idealists.org/faairs)

#### **Security Clearance Expo** – [www.SecurityClearanceExpo.com](http://www.SecurityClearanceExpo.com)

#### **Targeted Job Fairs** – [www.targetedjobfairs.com](http://www.targetedjobfairs.com)

#### **Tech Expo** – [www.techexpousa.com](http://www.techexpousa.com)

**Transition Assistance Online – [www.taonline.com](http://www.taonline.com)**

- Primarily for military transition employment services for veterans and family members, but also offers news about job fairs throughout the US as well as articles and advice about the job search.
- Veterans and family members can post their resumes on the site.
- Offers a job board and a free e-mail newsletter.

**The Washington Post –**

**[www.washingtonpost.com/jobs.html](http://www.washingtonpost.com/jobs.html)**

**VIDEOS**

The University of California, Irvine Career Center has a few videos concerning Job Fair etiquette and pitches- [http://www.career.uci.edu/Career\\_Center\\_Videos.aspx](http://www.career.uci.edu/Career_Center_Videos.aspx)

**COMPANY & INDUSTRY INFORMATION**

**BOOKS**

*All of the following Publications are updated annually*

**Advertising Red Book**

Gale Research

**Business Rankings Annual**

**Career Guide to Industries**

**CorpTech Directory of Technology Companies**

The Foundation Center

**Foundation Directory**

**International Directory of Company Histories**

**Lexis/Nexis Corporate Affiliations: “Who Owns Whom?”**

**Standard & Poor’s Industry Surveys**

**Standard & Poor’s Stock Reports**

**Washington Business Journal Book of Lists**

Feel free to browse FSI’s Stephen Low Library Holdings as well at:

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<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## **ONLINE**

**Accounting, Banking and Finance Jobs** – [www.nbn-jobs.com/home/index.cfm](http://www.nbn-jobs.com/home/index.cfm)

**AllBusiness** – [www.allbusiness.com](http://www.allbusiness.com)

**America's Career Infonet** – [www.acinet.org](http://www.acinet.org)

**American Society of Association Executives** – <http://asaenet.jobcontrolcenter.com/search.cfm>

**Annual Report Gallery** – [www.annualreports.com](http://www.annualreports.com)

**Annual Report Service** – <http://annualreportservice.com>

**Barrons Online** – [www.barrons.com](http://www.barrons.com)

**Business.com** – [www.business.com](http://www.business.com)

- Information on public and private companies
- Includes news, research and contact names

**Business Journals** – [www.bizjournals.com](http://www.bizjournals.com)

- Provides free daily updates from 41 Business Journals in the US
- All 41 have free job boards and information regarding companies in the news.

**Business 2.0** – <http://money.cnn.com/magazines/business2/>

- Magazine and website excellent sources of information on companies

**Chronicle** – [www.chronicle.com/jobs/news](http://www.chronicle.com/jobs/news)

**Company Research – Rutgers University Libraries** –

[www.libraries.rutgers.edu/rul/rr\\_gateway/research\\_guides/busin/company.shtml](http://www.libraries.rutgers.edu/rul/rr_gateway/research_guides/busin/company.shtml)

**Corporate Information** – [www.coporateinformation.com](http://www.coporateinformation.com)

- Provided by Wright Investors Services.
- Provides US and international company information, including research reports, company profiles, earnings information and analyst reports.
- Must register to use, but site is free.

**Department of State Alumni Association**

<https://alumni.state.gov/home/online-resources2/job-opportunities>

- A network of other State alums
- Lists of jobs and volunteer opportunities

**EDGAR Online** – [www.edgar-online.com](http://www.edgar-online.com)

**Fast Company – Research Directory of Leading Companies** – <http://fcke.fastcompany.com>

**Federal Jobs Digest** - [www.jobsfed.com](http://www.jobsfed.com)

**Fortune** – <http://money.cnn.com/magazines/fortune/>

- Magazine and website are excellent sources of information on companies.

**Fuld & Company** – [www.fuld.com/fuld-bin/f.wk?fuld.i3.home](http://www.fuld.com/fuld-bin/f.wk?fuld.i3.home)

- The hyperlinks to “General Business Internet Resources” are very useful research tools.

**globalEDGE** – <http://gobaledge.msu.edu/resourceDesk/>

- An excellent source of international news, trade information, directories, mailing lists and government resources.

**Hoover’s Online** – [www.Hoovers.com](http://www.Hoovers.com)

- Detailed and current information on more than 50,000 public and private companies.
- Usually available at public libraries.

**Industry Portals / Industry Hubs** – [www.virtualpet.com/industry/mfg/mfg.htm](http://www.virtualpet.com/industry/mfg/mfg.htm)

- Sources of information on US industries, including news, statistics and Business to Business commerce.
- Includes good tutorial on “How to Learn About an Industry or a Specific Company”.

**Kompass** – [www.kompass.com](http://www.kompass.com)

**The Non Profit Career Coach**

<http://thenonprofitcareercoach.org/resources>

- Lists of helpful links regarding Non Profit careers

**SearchSystems.Net Public Record Databases** – [www.searchsystems.net](http://www.searchsystems.net)

- Provides business information, corporate filings, property records, deeds, mortgages, criminal and civil court filings, professional licenses and more.

**TradePub.com** – [www.tradepub.com](http://www.tradepub.com)

**US Bureau of Labor Statistics** – [www.bls.gov](http://www.bls.gov)

**Vault Reports** – [www.VaultReports.com](http://www.VaultReports.com)

**The Washington Post** –

<http://www.washingtonpost.com/wp-srv/special/business/post200-2009/post-200-graphic.html>

- Great resource overall, especially the annual “Post 200” with information on 200 companies in the DC area.

**Washingtonian Magazine** – <http://www.washingtonian.com/packages/gptw/index.html>

- Publishes annual list of best places to work in DC area every 2 years.
- Many articles profiling local movers and shakers in business world.

**WetFeet Career Research** – [www.wetfeet.com](http://www.wetfeet.com)

**Writing Assistance, Inc.** – [www.writingassist.com](http://www.writingassist.com)

## NEGOTIATION

### **BOOKS**

Chapman, Jack

**Negotiating Your Salary: How to Make \$1000 a Minute**

- <http://salarynegotiations.com/index.htm>

Ten Speed Press, 6th revised edition

Hopkinson, Jim

**Salary Tutor: Learn the Salary Negotiation Secrets No One Ever Taught You**

Business Plus, 2011

Krannich, Caryl & Ronald

**Give Me More Money! Smart Salary Negotiation Tips for Getting Paid What You are Really Worth**

Impact Publications, 2008

Van Minden, Jack

**Ultimate Guide to Salary Negotiation**

Management Books 2000 Ltd., 2008

Zwell, Michael

**Six Figure Salary Negotiation: Industry Insiders Get You the Money You Deserve**

Adams Media, 2008

Feel free to browse FSI’s Stephen Low Library Holdings as well at:

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<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## **ONLINE**

**Changeboard.com's Guide to Salary Negotiation-**

<http://www.changeboard.com/content/3871/jobseeker/salary-and-market-rates/how-to-negotiate-the-right-salary-for-you/>

**Five Tips for Salary Negotiation from IT Business Insider-**

<http://www.itbusinessedge.com/slideshows/show.aspx?c=90976>

**Ladder's Salary Negotiation Tactics-**

<http://www.theladders.com/career-advice/2011-salary-negotiation-tactics>

**JobStar's Salary Negotiation Strategies –** <http://jobstar.org/tools/salary/negostrt.cfm>

**Salary.com's Negotiation Clinic –**

[www.salary.com/advice/layoutscripts/advl\\_display.asp?tab=adv&cat=nocat&ser=Ser5&part=Par13](http://www.salary.com/advice/layoutscripts/advl_display.asp?tab=adv&cat=nocat&ser=Ser5&part=Par13)

**Susan Ireland's Resumes: Salary Negotiation Guide -**

<http://susanireland.com/interview/salary-pay/>

## NGO's, Non-Profits

### **ONLINE**

Charity Navigator website <http://www.charitynavigator.org/> particularly useful. The rating of the charities is interesting. But what is especially helpful is that it has a **database of more than 5,000 charities** that is searchable according to a number of criteria, including location and area of interest.

Society for International Development, Washington <http://sidw.org> includes a list of all membership organizations in the DC area.

<http://www.211metrodc.org/> for domestic social services agencies in the DC area.

**Inside NGO -** <http://www.insidengo.org/>

- Information for NGO Logistics
- Check out upcoming seminars and events: <http://www.insidengo.org/events.htm>

## SALARIES, COSTS OF LIVING, AND RELOCATION

## **ARTICLES**

Dr. Salary

*"Career Change at Middle Age"*

November 5, 2008- [http://blogs.payscale.com/ask\\_dr\\_salary/2008/11/career-change-a.html](http://blogs.payscale.com/ask_dr_salary/2008/11/career-change-a.html)

## **BOOKS**

Chapman, Jack

**Negotiating Your Salary: How to Make \$1,000 a Minute**

Mount Vernon Press, 2011

Fradkin, Carol Miller

**Moving Gracefully: A Guide to Relocating Yourself & Your Family**

CreateSpace, 2010

Grey House Publishing

**America's Top-Rated Cities, 2010 Edition**

Grey House Publishing

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<http://fsilibap01.washdc.state.sbu/TLCScripts/interpac.dll?SearchForm?Directions=1&Config=pac&Branch=0>

## **MAGAZINES**

**Site Selection Magazine**--[www.siteselection.com/](http://www.siteselection.com/)

- Primarily designed for businesses, but has useful tools for individuals.

**Where to Retire**--[www.wheretoretire.com](http://www.wheretoretire.com)

- Available in hard-copy by subscription or at your neighborhood newsstand.
- Also publishes books on the subject.

## **ONLINE**

**America's Most Livable Communities**—[www.mostlivable.com](http://www.mostlivable.com)

- Publishes an annual list based on a variety of factors.

**Bankrate.com**—[www.bankrate.com](http://www.bankrate.com)

- Offers free cost-of-living statistics for US cities, and also allows comparisons.

**The Chamber of Commerce Directory**—[www.chamberofcommerce.com](http://www.chamberofcommerce.com)

**CityRating.com**—[www.cityrating.com](http://www.cityrating.com)

- Offers free cost-of-living statistics for US cities, and also allows comparisons.

**CNN Money**—<http://money.cnn.com/best/bpretire>

- A slick research tool to help you find the best place to retire. Enter your priorities on weather, affordable housing, crime rate, proximity to major airports, etc. Then you will receive a list of cities which meet your priorities.
- You can receive a “statistical snapshot” on each city which includes statistics on weather, financial situation, housing, leisure, culture, travel, health, and more.

**Cost of Living and Salary Comparison Wizard, Salary.com-**

[http://swz.salary.com/CostOfLivingWizard/LayoutScripts/Coll\\_Start.aspx](http://swz.salary.com/CostOfLivingWizard/LayoutScripts/Coll_Start.aspx)

**The Economic Research Institute**—[www.eri.com](http://www.eri.com)

- Studies compensation in the US, Canada, and the EU.

**ePodunk: The Power of Place**—[www.epodunk.com](http://www.epodunk.com)

**Find Your Spot**—[www.findyourspot.com](http://www.findyourspot.com)

- Has a similar format to CNN Money plus each location recommended comes with general information, photos, climate data, real estate and job connections.

**HomeFair.com**—[http://www.homefair.com/find\\_a\\_place/calculators/salarycalc](http://www.homefair.com/find_a_place/calculators/salarycalc)

**Jobstar**—<http://jobstar.org/tools/salary/index.cfm>

**Neighborhood Scout**—[www.neighborhoodscout.com](http://www.neighborhoodscout.com)

**The Non-Profit Times**—<http://www.nptimes.com>

**The Occupational Outlook Handbook**—[www.bls.gov/bls/blswage.html](http://www.bls.gov/bls/blswage.html)

**Realtor.com**—[www.realtor.com](http://www.realtor.com)

- The site of the National Association of Realtors.
- Offers a ‘salary calculator’ which is really a cost-of-living calculator.

**Retirement Living Information Center**—[www.retirementliving.com](http://www.retirementliving.com)

**The Riley Guide**—[www.rileyguide.com/salary.html#colls](http://www.rileyguide.com/salary.html#colls)

- Connections to helpful resources in “Salary & Compensation Information” and “Evaluating the Salary Information You’ve Found” sections.

Salary.com—[www.salary.com](http://www.salary.com)

SalaryExpert.com—[www.salaryexpert.com](http://www.salaryexpert.com)

Sperling's Best Places—[www.bestplaces.net](http://www.bestplaces.net)

- Similar criteria to other sites for determining the best place for you.
- The site does include lists of the best and worst cities for various subjects.
- Offers a good tool to compare economies, housing, health, crime, education, climate, and transportation between 2 cities.

The US Bureau of Labor Statistics—[www.bls.gov/ncs/](http://www.bls.gov/ncs/)

- A good source of information on salaries in many market sectors (the Office of Compensation Levels & Trends)

More good information is in their Office of Employment and Unemployment Statistics.

## WORK/LIFE BALANCE

### ARTICLES

Uscher, Jen

*"5 Tips for Better Work/Life Balance"*

WebMD, January 21, 2011

<http://www.webmd.com/balance/guide/5-strategies-for-life-balance>

*"How to Establish Your Work/Life Balance"*

eHow.com- [http://www.ehow.com/how\\_5337531\\_establish-worklife-balance.html](http://www.ehow.com/how_5337531_establish-worklife-balance.html)

Mayo Clinic Staff

*"Work-life Balance: Tips to Reclaim Control"*

Adult Health,

<http://www.mayoclinic.com/health/work-life-balance/WL00056/NSECTIONGROUP=2>

### BOOKS

Cohen, Julie

**Your Work, Your Life...Your Way: 7 Keys to Work-Life Balance**

Julie Cohen Coaching LLC, 2010

Dodge, Bryan & Rudy, Matt

**The Good Life Rules: 8 Keys to Being Your Best as Work and at Play**

McGraw-Hill, 2008

O'loghlin, James

**How to Balance Your Life: Practical Ways to Achieve Work/Life Balance (Audio CD)**  
Bolinda Audio, 2010

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