

Introduction

There are hundreds and hundreds of books about career change, how to write CVs, letters, do great interviews, start your own business etc etc. A visit to a local bookshop will prove just how many!

However, at Career Workshop we have used all of the following books in Career Change Centres, and/or we have them in our own library. If you have read a good book on any of these subject areas, we would like to hear about it so that we can review it for our collection.

Business Start Up

Author: Hall, Richard
Title: **Success**
Published by: Prentice Hall
Subject: Tips for improving your chances of succeeding in whatever you want to do, and how to make the most of your talents.

Author: Monroe, Josephine
Title: **Free agent manual**
Published by: Pearson Education
Subject: A book about solo success, how to break out of corporate routine and start to build your portfolio career.

Author: Ashton, Robert
Title: **Entrepreneur's book of checklists**
Published by: Prentice Hall
Subject: Checklists for all the vital issues to be considered when setting up and running your own business.

Author: Smith, Jon
Title: **Smarter business start ups**
Published by: Infinite Ideas
Subject: Practical guide to the steps you need to take when starting a new business and moving it forward.

Author: Southon, Mike
Title: **The beermat entrepreneur**
Published by: Prentice Hall
Subject: Practical advice for entrepreneurs from ideas to launch and on to growth.

Author: Gardner, Paula
Title: **Get noticed - how to boost your small business profile in 30 days**
Published by: Lean Marketing Press
Subject: Workbook for businesses on how to get press coverage for your business.

Career Break

Author: Lonely Planet
Title: **Career break book**
Published by: Lonely Planet
Subject: Answers to the difficult questions about taking career breaks - including personal finance, children, employers and the options for what to do!

Author: Griffith, Susan
Title: **Gap years for grown ups**
Published by: Vacation Works Publications
Subject: Practical information about what to consider when taking time out and making the most of a career break.

Career Change

Author: Hopson, Barrie
Title: **Build your own rainbow**
Published by: Lifeskills International
Subject: Practical workbook to help you analyse and develop your personal skills, aptitudes and ambitions.

Author: Johnstone, Judith
Title: **Planning a career change**
Published by: How To Books
Subject: A practical book about changing direction. Uses exercises and checklists to look at skills, strengths and potential opportunities.

Author: Nelson Bolles, Richard
Title: **What color is your parachute?**
Published by: Ten Speed Press
Subject: One of the best known general guides to job hunting and career change.

Author: Nelson Bolles, Richard
Title: **What color is your parachute workbook**
Published by: Ten Speed Press
Subject: Exercise workbook to accompany the textbook.

Author: Manahan, Rowan
Title: **Where's my oasis**
Published by: Vermillion
Subject: A general career management guide, covering all aspects of the job hunting process.

Careers Information

Author: Poynter, Jan
Title: **A-Z of careers and jobs**
Published by: Kogan Page
Subject: Gives information on different career options, the skills, training and qualifications required plus advice on where to go for more information.

Author: Widmer, Jan
Title: **Penguin careers guide**
Published by: Penguin
Subject: Indepth information on hundreds of careers and occupations, with information on entry requirements, qualifications, training and necessary personal qualities.

CVs

Author: Bright, Jim
Title: **Brilliant CV**
Published by: Prentice Hall
Subject: How to put together a 'brilliant' CV based on research among employers and recruiters.

Author: Middleton, John
Title: **High impact CVs**
Published by: Infinite Ideas
Subject: 52 ideas to help your CV stand out from the crowd and make a good first impression.

Author: Perkins, Graham
Title: **Killer CVs and hidden approaches**
Published by: Financial Times Prentice Hall
Subject: Comprehensive guide which includes advice on creating winning CVs and letters, how to prepare for interviews, building networks and accessing the hidden job market.

Author: Eggert, Max
Title: **Perfect CV**
Published by: Random House
Subject: Practical information on compiling a 'perfect' CV.

Author: Yate, Martin
Title: **Ultimate CV book**
Published by: Kogan Page
Subject: Useful advice on how to create a good CV that will stand out and get you noticed. Includes 100 sample CVs.

Internet Job Hunting

Author: Riley Dikel, Margaret
Title: **Guide to internet job searching**
Published by: McGraw Hill
Subject: An American book, but gives lots of ideas for the types of places to look for online job resources.

Author: Bolles, Mark Emery
Title: **Job hunting online**
Published by: McGraw Hill
Subject: Guide to navigating the large amount of information available to the online jobseeker

Interview Skills

Author: Kador, John
Title: **201 best questions to ask on your interview**
Published by: McGraw Hill
Subject: Includes lots of examples of good (and bad) questions, for interviews with recruiters and hiring managers.

Author: Yate, Martin
Title: **Great answers to tough interview questions**
Published by: Kogan Page
Subject: Full of examples of all the tough questions which might be asked at interview. Plus guidance on the wider aspects of job search such as CVs and interview preparation.

Author: Amos, Julie Ann
Title: **Handling tough job interviews**
Published by: How To Books
Subject: Covers many types of interview - with recruiters, HR departments, employers and headhunters.

Author: Eggert, Max
Title: **Perfect interview**
Published by: Random House
Subject: Tips and guidance on how to present yourself well at interviews, what the interviewer is looking for, and frequently asked questions.

Author: Corfield, Rebecca
Title: **Successful interview skills**
Published by: Kogan Page
Subject: Covers all aspects of the interview process, including what employers are looking for, how to create a good first impression, what to say and how to deal with tough questions.

Letter Writing

Author: Beatty, Richard
Title: **Perfect cover letter**
Published by: John Wiley
Subject: Tips on what makes a letter effective, how to follow up your letters and with examples of good letter writing.

Author: Yate, Martin
Title: **Ultimate job search letters book**
Published by: Kogan Page
Subject: Contains over 100 examples of good email and letter writing - for responding to ads, speculative enquiries, networking and accepting offers.

Personal Development

Author: Jeffers, Susan
Title: **Feel the fear and beyond**
Published by: Vermillion
Subject: Self help book for facing new situations in life, the companion to Feel the fear and do it anyway

Author: Jeffers, Susan
Title: **Feel the fear and do it anyway**
Published by: Vermillion
Subject: A self help book on how to handle anxieties and difficult or challenging situations.

Author: Righton, Caroline
Title: **Life audit**
Published by: Mobius
Subject: Looks at choices, goals and how to assess where you are and where you are going. For all life stages.

Author: Mind Gym
Title: **The mind gym: wake your mind up**
Published by: Time Warner
Subject: Tips and techniques based on applied psychology for increasing your effectiveness, dealing with challenges and reducing stress.

Author: Ferguson, Penny
Title: **Transform your life**
Published by: Infinite Ideas
Subject: Lots of advice and ideas on how to change your thinking and change your life.

Author: Johnson, Dr Spencer
Title: **Who moved my cheese?**
Published by: Vermillion
Subject: A well-known short book which uses cheese as a metaphor for what you want to get from life.

Personal Finance

Author: Middleton, John
Title: **Detox your finances: secrets of personal finance success**
Published by: Infinite Ideas
Subject: Information about how to evaluate your financial priorities and make your money work hard for you.

Retirement

Author: Kay, Frances
Title: **Good non retirement guide**
Published by: Kogan Page
Subject: Advice on how to plan for a secure and fulfilled future. Subjects covered include pensions, tax, home, leisure, work, health, holidays and business start-up.

Tests and Assessment

Author: Barrett, Jim
Title: **Aptitude, personality and motivation tests**
Published by: Kogan Page
Subject: Written by a psychologist, this book helps you to prepare for a range of different tests. Lots of practical examples are provided to build a profile of your personality, skills and abilities.

Author: Tolley, Harry
Title: **How to pass numeracy tests**
Published by: Kogan Page
Subject: Specific guidance on the types of numerical tests used in recruitment. Practical examples are given for number problems, number sequences and data interpretation.

Author: Tolley, Harry
Title: **How to pass verbal reasoning tests**
Published by: Kogan Page
Subject: Guidance on the types of verbal reasoning tests used in recruitment. Advice on how the tests are scored and how you can learn to improve.

Author: Cohen, David
Title: **How to succeed in psychometric tests**
Published by: Sheldon Press
Subject: Guidance and information about the use of psychometric testing within the recruitment process. With practical examples and information about the latest tests.

Author: Barrett, Jim
Title: **Test your own aptitude**
Published by: Kogan Page
Subject: Contains a series of tests and questionnaires to identify your abilities, personality and motivation. Also gives an index of over 600 jobs and can be used to pinpoint your ideal career.

Further Research

You can find a full list of all our documents, arranged by subject, on the Career Workshop website at:

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www.careerworkshop.co.uk/subscribe

Search

There is also a search facility on the website which offers an alternative method of finding documents, and indexes all our other content too ... such as news items, content pages, newsletters etc.

www.careerworkshop.co.uk/search

Have we missed anything?

Although we do our very best to identify the most useful sources of information on any topic, you may know of a good resource that we have missed. If so, we would like you to share it with us.

Please email us at info@careerworkshop.co.uk or use the suggestion form on the website. There's a bottle of wine every quarter for a lucky winner, chosen randomly from all suggestions received.

If you need more information about our content or have a suggestion for future documents, please contact us by email: enquiry@careerworkshop.co.uk or by post, telephone or online form: www.careerworkshop.co.uk/contact

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