



SUGGESTED RESOURCES
from the
Texas Career Development Association

“Charting Your Course”

Career exploration/Job search:

- Beck, M. (2001). *Finding Your Own North Star*. Three Rivers Press.
- Bolles, R. N. (2008). *What Color Is Your Parachute?* Ten Speed Press. (Updated annually)
- Figler, H. (1999). *The Complete Job-Search Handbook*. Henry Holt and Company.
- Leider, R. J., & Shapiro, D. (2001). *Whistle While You Work: Heeding Your Life's Calling*, Berrett-Koehler Publishers.
- Marling, S., & Pfaff-Waterbury, J. (2006). *Boomer's Job Search Guide*.
- Tieger, P. D., & Barron-Tieger, B. (2007). *Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type*, Little Brown & Company.

Interviewing:

- Medley, J. A. (1987). *Sweaty Palms*. Lifetime Learning Publications.
- Porot, D. (1999). *The 101 Toughest Interview Questions...and Answers That Win the Job!* Ten Speed Press.
- Yaeger, N. M. (1998). *Power Interviews: Job-Winning Tactics from Fortune 500 Recruiters* (Revised), John Wiley & Sons.
- Yate, M. (2001). *Knock 'Em Dead 2002– The Ultimate Job-Seekers Resource With Great Answers to over 200 Tough Interview Questions*. Adams.

Resumes:

- Kennedy, J. L. (2007). *Resumes for dummies*.
- Parker, Y. (2002). *The Damn Good Resume Guide: A Crash Course in Resume Writing*. Ten Speed Press.
- Parker, Y. (1996). *The Resume Catalog: 200 Damn Good Examples*. Ten Speed Press.

Informational interviewing:

- Porot, D. (1995). *The PIE Method for Career Success*. JIST Works.

Improving your workplace:

- Albion, M. (2000). *Making a Life, Making a Living: Reclaiming your purpose and passion in business and in life*. Warner Books.
- McGee-Cooper. (1992). *You Don't Have to Go Home From Work Exhausted*. Bowen & Rogers.
- Nelson, B. (1993). *1001 Ways to Reward Employees*. Workman Publishing.
- Nelson, B. (1997). *1001 Ways to Energize Employees*. Workman Publishing.
- Tracey, D. (2001). *Take This Job and Love It: How to Turn the Job You Have into the Job You Want*. Sourcebooks.

Reaching your full potential:

- Covey, S. R. (1990). *The Seven Habits of Highly Effective People*. Simon and Schuster.

Overcoming your fears:

- Jeffers, S. (1987). *Feel the Fear and Do It Anyway*. Fawcett-Columbine.
- Wells, J. (1989). *Who Do You Think You Are? – How to Build Self-Esteem*. The Thomas More Press.

Special Populations:

- Angel, D. L., & Harney, E. (1997). *No One is Unemployable: Creative Solutions for Overcoming Barriers to Employment*. WorkNet Publications.
- Bolles, R. N., & Brown, D. S. (2000). *Job-Hunting for the So-Called Handicapped*. Ten speed Press.

For High School and College Students (These make great high school graduation gifts!):

- Bolles, R. N., & Christen, C. (2006). *What Color Is Your Parachute? for Teens*. Ten Speed Press.
- Carter, C. (2005). *Majoring in the Rest of your Life*. Noonday Press.
- Combs, P. (2003). *Major in Success*. Ten Speed Press.
- Lapan, R. T. (2008). *More Than a Job: Helping Your Teenagers Find Success and Satisfaction in Their Future Careers*

Suggested Websites:

An assortment of websites designed to help you with a variety of different work/life issues. Not all of them will be for you. But you might enjoy browsing to see if any of these can be helpful for your particular situation.

National Career Development Association (www.ncda.org)

School Counseling Resource Websites (K-16)

- School Counselor Resources (www.counselorresources.com)
- MyFuture (www.myfuture.com)
- The Educator's Reference Desk (<http://www.eduref.org/cgi-bin/res.cgi/Counseling>)
- Learn More Resource Center (Information relevant to Texas too!) (www.learnmoreindiana.org)
- Career Curriculum Resources (<http://www.khake.com/page93.html>)
- Career Guidance Framework (<http://www.acrnetwork.org/ncdg/>)
- I AM Going to College (<http://www.iamgoingtocollege.com>)

General Online Resources for Counselors and Clients

- America's Career Resource Network – Lists of career development resources by state (<http://acrnetwork.org/network.htm>)
- Informational Interviewing (www.dac.neu.edu/coop.careerservices/informational.html)
- Informational Interviewing (www2.jobtrak.com/help_manuals/jobmanual/inform.html)
- Informational Interviewing (www.quintcareers.com/informational_interviewing.html)
- O*NET Online – Online occupational classification system (<http://online.onetcenter.org>)
- Self Directed Search Online Assessment (www.self-directed-search.com)
- Stories: Online Interviews of People Trying to Decide What to do: (www.roadtripnation.com)
- Texas Workforce Commission (www.twc.state.tx.us)
- What Color is Your Parachute Online Supplement (www.jobhuntersbible.com)
- Working Mothers (www.jobsandmoms.com)

General Job Banks

- Best Jobs (www.bestjobsusa.com)
- CareerMagazine (www.careermag.com)
- CareerBuilder (www.careerbuilder.com)
- Career Journal (www.careerjournal.com)
- CareerShop (www.careershop.com)
- FlipDog (www.flipdog.com)
- Hot Jobs (hotjobs.yahoo.com)

Government Sources of Job Information

- Federal Government (www.usajobs.com/)

- America Job Bank (<http://www.ajb.dni.us/>)
- State Gov't– Texas (www.workintexas.com)

Diversity Related Resources

- Black Collegian (www.black-collegian.com)
- Bilingual-Jobs (www.bilingual-jobs.com)
- Diversity (www.workplacediversity.com)
- Gay & Lesbian (www.glpccareers.com)
- GFN Career Central (<http://career.gfn.com>)
- Saludos Hispanos (www.saludos.com)
- Women (www.womenforhire.com)