

# Career Center Library E-Books

## Career Planning

[Personality style at work : the secret to working with \(almost\) anyone](#)

[Rebound : a proven plan for starting over after job loss](#)

[The XYZ factor : the DoSomething.org guide to creating a culture of impact](#)

[The hard hat : 21 ways to be a great teammate](#)

[Opening doors to teamwork and collaboration : 4 keys that change everything](#)

[The five dysfunctions of a team : a leadership fable](#)

[Radical collaboration : five essential skills to overcome defensiveness and build successful relationships](#)

[Flawless consulting : a guide to getting your expertise used](#)

[Becoming the boss : new rules for the next generation of leaders](#)

[Career courage : discover your passion, step out of your comfort zone, and create the success you want](#)

[Career match : connecting who you are with what you'll love to do](#)

[Don't take the last donut : new rules of business etiquette](#)

[The cultural intelligence difference : master the one skill you can't do without in today's global economy](#)

[Advocacy : championing ideas and influencing others](#)

[The career lattice : combat brain drain, improve company culture, and attract top talent](#)

## Job Search

### General

[Could I do that?](#)

[The economy of you : discover your inner entrepreneur and recession-proof your life](#)

[Maximum success with LinkedIn : dominate your market, build a global brand, and create the career of your dreams](#)

[Business model you : a one-page method for reinventing your career](#)

[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](#)

[Get the job you want, even when no one's hiring : take charge of your career, find a job you love, and earn what you deserve!](#)

[How to find a job on LinkedIn, Facebook, Twitter, and Google+](#)

[Out of uniform : your guide to a successful military-to-civilian career transition](#)

[Dean's list : eleven habits of highly successful college students](#)

[Learning through serving : a student guidebook for service-learning across the disciplines](#)  
[It's the way you say it : becoming articulate, well-spoken, and clear](#)

### *Arts & Humanities*

[The fuzzy and the techie : why the liberal arts will rule the digital world](#)  
[Surviving your academic job hunt : advice for humanities PhDs](#)  
[The graduate study for the 21st century : how to build an academic career in the humanities](#)  
[Theater careers : a realistic guide](#)

### *Business*

[They don't teach corporate in college : a twenty-something's guide to the business world](#)

### *Communication/Media*

[Social media marketing : an hour a day](#)  
[Everybody writes : your go-to guide to creating ridiculously good content](#)  
[LinkedIn marketing : an hour a day](#)  
[Beyond talent : creating a successful career in music](#)  
[Careers in entertainment & sports.](#)

### *Education*

[Working world](#)  
[The Academic Job Search Handbook](#)  
[How to be successful in your first year of teaching elementary school : everything you need to know that they don't teach you in school](#)

### *Government/Public Administration/Law*

[A life inspired : tales of Peace Corps service.](#)  
[How to land a top-paying federal job : your complete guide to opportunities, internships, résumés and cover letters, application essays \(KSAs\), interviews, salaries, promotions, and more!](#)  
[The complete idiot's guide to getting government jobs](#)  
[Careers in international affairs](#)

[Inside a U.S. embassy : diplomacy at work](#)  
[Career diplomacy : life and work in the U.S. foreign service](#)

### *Science/Technology*

[A PhD is not enough! : a guide to survival in science](#)  
[101 careers in public health](#)

### **Internships**

[Washington internships : how to get them and use them to launch your public policy career](#)

### **Interviewing/Networking/Salary Negotiation**

[Networking for people who hate networking : a field guide for introverts, the overwhelmed, and the underconnected](#)  
[The essential digital interview handbook : lights, camera, interview : tips for Skype, Google Hangout, Gotomeeting, and more](#)  
[Crazy good interviewing : how acting a little crazy can get you the job](#)

### **Resume/Cover Letter**

[The elements of résumé style : essential rules for writing résumés and cover letters that work](#)  
[Power verbs for job seekers : hundreds of verbs and phrases to bring your resumes, cover letters, and job interviews to life](#)  
[Knock 'em dead cover letters : cover letters and strategies to get the job you want](#)  
[Knock 'em dead resumes : a killer resume gets more job interviews!.](#)  
[The elements of style](#)