

## List of Career Books

Below you will find the Career books we have available, arranged by classmarks for students to locate where they are in the UNMC library:

ISBN	TITLE	AUTHOR	EDITION / YEAR	CLASSMARK
978-0125893763	Alternative Careers in Science: Leaving the Ivory Tower	Cynthia Robbins-Roth	2nd ed. / 2005	Q149.U5 ALT
978-0899643731	Alumni Clubs and Chapters	John A. Feudo and Paul J. Clifford	2002	LB2411 ALU
978-0899644257	Alumni Relations: A Newcomer's Guide to Success	John Feudo	2nd ed. / 2010	LB2411 ALU
978-0899643243	Alumni Relations: Launching Your Program (Management tools)	Gordy Taylor and Catherine Seymour Dorsy	1998	LB2411 TAY
978-1558332355	Alumni: Essential for Development	Kathleen C. Collins	2000	LC485 COL
978-0899644332	Being Global: Making the Case for International Alumni Relations	Gretchen Dobson	2011	LB2375 DOB
978-0273743897	Brilliant Answers to Tough Interview Questions	Susan Hodgson	4th ed. / 2011	HF5549.5.I6 HOD
978-0273744016	Brilliant CV: What Employers Want to See and How to Write It	Jim Bright and Joanne Earl	4th ed. / 2011	HF5383 BRI
978-0273743934	Brilliant Interview: What Employers Want to Hear and How to Say It	Ros Jay	3rd ed. / 2011	HF5549.5.I6 JAY
978-0273743972	Brilliant Job Hunting	Angela Fagan	3rd ed. / 2010	HF5382.7 FAG

978-1844900473	The CV and Job Interview Handbook ("Which?" Essential Guides	Sue Tumelty	2008	HF5383 TUM
978-1904842361	Enterprise for Life Scientists	David Adams and John Sparrow	2008	QH314 ENT
978-1904424840	Finding Square Holes: Discover Who You Really Are and Find the Perfect Career	Anita Houghton	2005	HF5381 HOU
978-1451608328	The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success (Touchstone Books)	Nicholas Lore	2012	HF5382.7 LOR
978-0071790437	How to Find a Job on LinkedIn, Facebook, Twitter and Google	Brad Schepp and Debra Schepp	2nd ed. / 2012	HF5382.7 SCH
978-0077129934	How to Get a Job You'll Love	John Lees	6th ed. / 2010	HF5382.7 LEE
978-0749461430	How to Pass Professional Level Psychometric Tests: Challenging Practice Questions for Graduate and Professional Recruitment	Sam Al-Jajjoka	3rd ed. / 2010	HF5549.5.E5 ALJ
978-0077141608	Job Interviews: Top Answers to Tough Questions	John Lees and Matthew DeLuca	3rd rev. ed. / 2012	HF5549.5.I6 LEE
978-1845280284	Management Level Psychometric and Assessment Tests	Andrea Shavick	2005	HF5549.5.E5 SHA
978-0273707301	Pitch Yourself: The Most Effective CV You'll Ever Write, the Best Interview You'll Ever Give, Secure the Job You Really Want	Michael Faust and Bill Faust	2nd ed. / 2006	HF5382.7 FAU
978-1580088701	The Career Counselor's Handbook	Howard Figler and Richard N. Bolles	2nd ed. / 2007	HF5549.5.C35 FIG

978-1593375652	The Everything Career Tests Book: 10 Tests to Determine the Right Occupation for You (Everything (School & Careers))	A. Bronwyn Llewellyn and Robin Holt	2007	BF698.9.O3 LLE
978-0077115104	Why You? CV Messages To Win Jobs	John Lees	1st ed. / 2007	HF5383 LEE
978-0670020829	You Majored in What? Mapping Your Path From Chaos to Career	Katharine Brooks	1st ed. / 2009	HF5382.75.U6 BRO
9781615190928	The Renaissance Soul: Life Design for People with Too Many Passions to Pick Just One	Margaret Lobenstine	2013	HF5381 LOB
9781285067537	Student Workbook Exercises for Egan's The Skilled Helper	Gerard Egan	10th ed. / 2013	BF636.6 EGA
9780415385633	Career Counselling: Constructivist Approaches	Mary McMahon and Wendy Patton	2006	HF5381 CAR
9781422189900	What You're Really Meant to Do: A Road Map for Reaching Your Unique Potential	Robert Steven Kaplan	2013	HF5381 KAP
9780132481199	The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making	Susan M. Johnston	5th ed. / 2013	HF5381 JOH
9781452256696	Career Theory and Practice: Learning Through Case Studies	Jane L. (Laurel) Swanson and Nadya A. Fouad	3rd ed. / 2014	HF5381 SWA
9781285065786	The Skilled Helper: A Problem-Management and Opportunity-Development Approach to Helping (HSE 123 Interviewing Techniques)	Gerard Egan	10th ed. / 2013	BF636.6 EGA

9781412903394	Understanding Career Counselling: Theory, Research and Practice	Jenny Kidd	2006	HF5382.5.G7 KID
9780955968051	The One to One Toolkit: Tips and Strategies for Advisers, Coaches and Mentors	Julie Cooper, Ann Reynolds	2nd rev ed. / 2013	HF5549.5.C53 COO
9781576859322	Social Networking for Career Success	Miriam Salpeter	2nd ed. / 2013	HD69.S8 SAL
9781118678565	Job Searching with Social Media For Dummies	Joshua Waldman	2nd ed. / 2013	HF5382.7 WAL <b>(ebook available)</b>
9781885333308	The Internet: A Tool for Career Planning	Debra S. Osborn and Margaret Riley Dikel	2011	HF5382.7 OSB
9781885333384	A Counselor's Guide to Career Assessment Instruments	Chris Wood	2013	HF5381.7 COU
9781885333216	Designing and Implementing Career Programs: A Handbook for Effective Practice	James P. Sampson	2008	HF5549.5.C35 SAM
9781475025903	The PhD Handbook for the Academic Job Search: An owner's manual for finding jobs	Will Coghill-Behrends and Rebecca Anthony	2012	HF5383 COG
9781118019092	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	Jay Conrad Levinson and David E. Perry	3rd ed. / 2011	HF5382.7 LEV <b>(ebook available)</b>
9780615346212	"Headhunter" Hiring Secrets: The Rules of the Hiring Game Have Changed... Forever!	Skip Freeman and Michael Garee	2010	HF5382.7 FRE

9781495302169	The Social Media Job Search Workbook: Your Step-by-Step Guide to Finding Work in the Age of Social Media	Joshua Waldman	2014	HF5382.7 WAL
9786058610606	Make Your American Dream A Reality: How to Find a Job as an International Student in the United States	Ceren Cubukcu	2013	HF5382.75.U6 CUB
9781491079737	3 Steps to Your Job in the USA	Steven Steinfeld and Yinping Huang	International student ed. / 2013	HF5382.7.U6 STE
9781451608328	The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success	Nicholas Lore	Rev. ed. / 2012	HF5382.7 LOR
9781594866265	Refuse to Choose! Use All of Your Interests, Passions, and Hobbies to Create the Life and Career of Your Dreams	Barbara Sher	2007	BF637.S4 SHE

**Inquiries & appointments:**  
[careers@nottingham.edu.my](mailto:careers@nottingham.edu.my)

**Fax number:**  
+603 8924 8657

**Visit us:**  
The University of Nottingham Malaysia Campus  
Room HB15  
Block H, Level 1  
Jalan Broga, 43500 Semenyih  
Selangor Darul Ehsan  
Malaysia

**Business hours:**  
Monday to Friday  
9.00am to 5.30pm