

# MOAA NH CAREER SEARCH BIBLIOGRAPHY AND ASSOCIATED JOB RELATED MATERIAL (revised October 2018)

This bibliography's purpose is to provide the user with a selected list of books that I have utilized often over the course of a 20 plus year career in Career Transition counseling. Feedback on the usefulness of this list is always encouraged. **While there are many quality resume writing books in print, I have de-emphasized this element of the list, as most of you will find new careers not through your brilliantly written resumes, but by your networking and interviewing skills.** The final section of this list includes materials that may be of assistance once you start the new career. Good Luck!!

## General Career /Jobs

- 1. What Color is Your Parachute?** The Speed Press, Berkeley, CA. This book is a classic in the field, updated annually. The 2018 revision is significant, so if you have never read it, or it has been years since you have, I would encourage you to do so at the start of your search. **This book is clearly worth the time invested, especially for individuals who are just beginning the career search and planning process, or folks who are not yet sure of their short, intermediate, and long term goals.**
- 2. What Color is Your Parachute – For Retirement – Planning a Prosperous, Healthy and Happy Future** – This book is an excellent companion to the job search version, and I recommend it to all members.
- 3. Rites of Passage – Guide for Executive Job Changing** –This book is the best of the “one volume solutions” to career change that I have read since beginning work with the Army transition project in 1991. I highly recommend this book for anyone looking to enter the private sector’s “upper level executive suites”. **The 2014 edition is particularly helpful with its discussion on internet and social media.** Vice Roy Press
- 4. Do What You Are** – Career search is much more than the highest salary and best benefit package – will you be happy in the career field. If not, you may earn a reputation as a job hopper – and that is a major negative.
- 5. Best Jobs for the 21<sup>st</sup> Century (2<sup>nd</sup> edition)** – Another excellent research tool, quite useful for individuals experiencing difficulty determining how they can “transfer” what they know how to do (and like to do) to the qualifications requirements of the private sector. JIST Works – Indianapolis, IN
- 6. 150 Best Jobs for the Military to Civilian Transition** – A good resource for new job seekers, who are not yet focused on a new civilian career field. JIST Works, Indianapolis, IN.
- 7. The Directory of Executive Recruiters** – If you elect to use a recruiter, review this book prior to doing so.

## RESUME WRITING

1. **Resume Almanac** – Good set of sample resumes, organized by career/job field. Adams Media Corporation, Holbrook, MA.
2. **Best Resumes for \$100,000+ Jobs** – Searching for true executive compensation? This book is a good resource. Impact Publications, Manassas Park, VA.

## INTERVIEWING, SALARY AND BENEFITS AND INVESTING FOR RETIREMENT

1. **Men's and Women's Dress for Success** – These books are classics in the field. All must remember that how you look, professional or not, is the first evaluation you face.
2. **Job Interview Almanac** – The book provides a wide variety of questions, how to answer them, and sample interviews for selected occupational fields. Adams Media Corporation, Holbrook, MA
3. **Dynamite Salary Negotiations** – A solid reference for general information on issues that often cause military personnel a degree of discomfort, as they have no background in selling their skills. Impact Publications
4. **101 Great Answers to the Toughest Interview Questions** – Good source for understanding the interviewing game, how to address the hidden agenda of the interviewer, and answer the “question behind the question”. I would suggest you use this in conjunction with my 64 Questions article, listed elsewhere in The Transition Assistance element. Career Press.
5. **201 Best Questions to Ask on Your Interview** – This book's focus on the fact that the interview is a two way street. How can you help the interviewer in one of his goals – to get to know you and how your skills will fit into his companies' requirements?
6. **The American Almanac of Jobs and Salaries** - Concerned about what you might be able to obtain, salary wise, for the job you love? This is one of several sources of information on salaries around the country. You should also check with your city, county, or state to get information directly. All state employment offices have current and in-depth information.
7. **You're Fifty – Now What?** - As you enter the second half of your life, and your second career, working on a solid investment plan, and ensuring it is adequately resourced, can dramatically enhance your retirement comfort level. Crown Business, Crown Publishing Group, NYNY.

## **BUSINESS STARTUP PLANNING**

1. **Complete Business Plan** – A solid reference source, with good examples. Adam Media Corporation, Holbrook, MA
2. **How to Succeed as an Independent Consultant** – An essential resource for individuals contemplating a dramatic shift from the military culture. It was quite useful when we set up our LLC. John Wiley & Sons, Inc. NY.

## **PERIODICALS, NEWSPAPERS AND REGIONAL GUIDES**

1. I encourage individuals to subscribe to your major local paper, The Wall Street Journal, Fortune and Forbes magazine as a minimum. Keeping up to date on what is going on in the business world, both locally and nationally, is essential to transition success.
2. **The Metropolitan Job Bank Series** – Superior regional/metro guide to key players in your area industries. Adams Media Corporation, Holbrook, MA.

## **GENERAL RESOURCE BOOKS (Personnel Management)**

1. **The Manager's Troubleshooter** – Suggestions on how to deal with 125 common civilian employee issues and problems.
2. **Neanderthals at Work** – How People and Politics can Drive You Crazy – and What to Do about Them. Solid suggestions.
3. **Dealing with People You Can't Stand** – A good refresher on how to deal with people who truly drive you crazy.
4. **The Time Trap** – An updated version of a classic book on time management.

## **PERSONAL MATERIAL AVAILABLE TO ALL**

1. **SENIOR WOREKSHOP POWERPOINT SLIDES** – Slides are available upon request. These slides have been revised within the last two years and are current. The senior workshop program is focused on the needs of E8/9, W3-5, and LTC's and above.
2. **Sixty Four Tough Interview Questions** – Separately available on the transition assistance element of the MOAA-NH homepage. I am available to do telephone interviews for individuals who need assistance in this area, utilizing my 20 plus years of practical, hands-on, management of transition programs within the JAC, ACAP, and Soldier for Life-Transition Assistance Programs.

In closing, I want to wish all good luck in your search, and please ask for assistance!

/s/

James R. LeFebvre  
October 5, 2018