



## **BRaille AND TALKING BOOK LIBRARY**

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### **Job Searching and Career Development**

These non-fiction books can help readers plan job searches, learn about the job market, interview and network, and set themselves up for continuing career and financial success. To order any of these titles, contact the library by email, phone, mail, in person, or order through our [online catalog](#). Most titles can be [downloaded from BARD](#).

#### **Successful Job Search Strategies for the Disabled Understanding the ADA by Jeffery G. Allen**

Read by Art Metzler

9 hours, 31 minutes

Allen addresses the more than forty million Americans who are disabled, sixty percent of whom are unemployed. He offers advice on finding a job, gives an overview of the ADA, and discusses topics such as: where jobs are, self-assessment for a job, what to disclose regarding a disability, interview guidelines, accommodations, and enforcement of the ADA guidelines.

[Download from BARD: Successful Job Search Strategies for the...](#)

Also available on digital cartridge DB039730

[Download from BARD as Electronic Braille BR09834](#)

Also available in braille BR009834

#### **I'd Rather be Working: a Step-by-Step Guide to Financial Self-Support for People with Chronic Illness by Gayle Backstrom**

Read by Kerry Dukin

9 hours, 16 minutes

Author with fibromyalgia offers a guide to finding a job that can accommodate a chronic illness or disability. Discusses the Americans with Disabilities Act, government programs, education and training, assistive technology, and self-employment opportunities. Provides real-life examples and resources and includes exercises to assess abilities and limitations. 2002.

[Download from BARD: I'd Rather be Working: a Step-by-Step Guide...](#)

Also available on digital cartridge DB061969

### **Becoming a Hair Stylist by Kate Bolick**

Read by Joy Osmani

3 hours, 2 minutes

Profiles celebrity hairstylist Gwenn LeMoine to showcase her career path and what it takes to become a master of the craft. Discusses the ways she honed her skills, her work in her New York City salon, her clients, and her day-to-day work. Unrated. Commercial audiobook. 2019.

[Download from BARD: Becoming a Hair Stylist](#)

Also available on digital cartridge DB094983

### **What Color is Your Parachute? a Practical Manual for Job-Hunters and Career-Changers by Richard Nelson Bolles**

Read by Ken Kliban

16 hours, 10 minutes

Revised and updated edition of the popular guide for determining job objectives and career goals. This 2005 version assesses the impact of global outsourcing on job growth as compared to actual job vacancies, which are the product of constant employment turnover. Offers advice for finding a niche. Includes resources. 2005. 2014 edition in process (DB077533).

[Download from BARD: What Color is Your Parachute? A Practical...](#)

Also available on digital cartridge DB061233

[Download from BARD as Electronic Braille BR16193](#)

Also available in braille BR016193

### **Becoming a Curator: Masters at Work by Holly Brubach**

Read by Pamela Almand

3 hours, 10 minutes

Journalist profiles the career and life of art curator Elisabeth Sussman. Discusses what drew her to the field, the education required, her day-to-day work, as well as what planning goes into creating and executing an exhibit. Unrated. Commercial audiobook. 2019.

[Download from BARD: Becoming a Curator: Masters at Work](#)

Also available on digital cartridge DB097662

**Grow your Handmade Business How to Envision, Develop, and Sustain a Successful Creative Business by Kari Chapin**

Read by Kerry Dukin

8 hours, 46 minutes

In this companion to *The Handmade Marketplace* (DB0 71524), the author offers advice on selecting the right creative field, making the best use of business models, creating business, marketing, and production plans, budgeting and borrowing wisely, and using professional support. Includes tips and anecdotes from successful entrepreneurs. 2012.

[Download from BARD: Grow your Handmade Business How to Envision...](#)

Also available in digital cartridge DB076682

**Becoming a Life Coach: Masters at Work by Tom Chiarella**

Read by Edward Bauer

2 hours, 52 minutes

Profiles five life coaches--Gregory Diehl, Markita Collins, Farrell Reynolds, Pervis Taylor, and Amy Moser--as they pursue their careers. Describes what interested them in the profession, their educational and career backgrounds, challenges they face, and specializations within the field. Unrated. Commercial audiobook. 2019.

[Download from BARD: Becoming a Life Coach: Masters at Work](#)

Also available on digital cartridge DB097663

**Becoming a Real Estate Agent by Tom Chiarella**

Read by Danny Campbell

3 hours, 14 minutes

Profiles real estate agents to showcase their paths to success. Shares experiences that led the agents to work in real estate and explains their code of ethics, their education, how they develop their networks, and their day-to-day tasks. Unrated. Commercial audiobook. 2019.

[Download from BARD: Becoming a Real Estate Agent](#)

Also available on digital cartridge DB094986

### **Becoming a Neurosurgeon by John Colapinto**

Read by Arthur Morey

3 hours, 40 minutes

Profiles the daily lives of Dr. Joshua Bederson, who chairs the neurosurgery department at Mount Sinai Hospital in New York City, and his colleagues. Discusses their educations, the work they do, the impact of surgery on their patients' lives, and what drew them to the field. Unrated. Commercial audiobook. 2019.

[Download from BARD: Becoming a Neurosurgeon](#)

Also available on digital cartridge DB094632

### **The Career Guide for Creative and Unconventional People by Carol Eikleberry**

Read by Mary Kane

8 hours, 47 minutes

Fourth edition of guidebook to career decision-making for creatively minded people. Covers identifying skill strengths and weaknesses, likely occupational tracks, infusing traditional careers with creative traits, satisfying alternatives, and targeting and developing a desired career. Includes entries describing 281 potential occupations. 2015

[Download from BARD: The Career Guide for Creative and Unconventional](#)

Also available on digital cartridge DB084529

[Download from BARD as Electronic Braille BR21490](#)

Also available in braille BR021490

### **Discovering Careers for Your Future: Publishing by Facts on File Inc**

Read by Margaret Strom

3 hours, 49 minutes

Highlights various careers in the publishing industry, such as editor, press worker, columnist, literary agent, writer, and webmaster. Includes job descriptions, educational requirements, earnings, outlook, and more. For junior and senior high readers. 2005.

[Download from BARD: Discovering Careers for Your Future: Publishing](#)

Also available on digital cartridge DB063845

**Work 101 Learning the Ropes of the Workplace Without Hanging Yourself  
by Elizabeth Freedman**

Read by Margaret Strom

8 hours

Corporate career consultant presents her office rules for the novice professional. Covers many aspects of work conduct, including building relationships with coworkers and supervisors, showcasing strengths in meetings, mastering communication, and handling promotions and resignations. Explains e-mail pitfalls and dress codes. 2007.

[Download from BARD: Work 101: Learning the Ropes of the Workplace...](#)

Also available on digital cartridge DB067206

**Encore: Finding Work That Matters in the Second Half of Life by Marc  
Freedman**

Read by Brian Conn

5 hours, 43 minutes

Suggests that having an "encore career" offers those of retirement age or retiring early the freedom to work in more meaningful and flexible ways. Recounts the experiences of second-career pioneers, who put fulfilling their personal desires and contributing to society ahead of income. 2007.

[Download from BARD: Encore: Finding Work that Matters in the Second...](#)

Also available on digital cartridge DB069748

**The Career Chronicles an Insider's Guide to What Jobs are Really Like :  
the Good, the Bad, and the Ugly From Over 750 Professionals by Michael  
Gregory**

Read by Jack Fox

8 hours, 7 minutes

A former lawyer offers college students and young adults an overview of various professions. Discusses opportunities and includes comments from practitioners in medical, legal, financial, computer, sales, and media fields, among others. 2008.

[Download from BARD: The Career Chronicles: An Insider's Guide...](#)

Also available on digital cartridge DB068211

**Born For This How to Find the Work You Were Meant To Do by Chris Guillebeau**

Read by Alec Volz

9 hours, 41 minutes

Author of The Happiness of Pursuit (DB 79419) presents a guide to identifying and obtaining the perfect job or career. Discusses life/work balance, gaining skills in your desired field, developing multiple streams of income, self-employment, marketing yourself and your work, knowing when to say no, and more. 2016

[Download from BARD: Born For This How to Find the Work You Were...](#)

Also available on digital cartridge DB085444

[Download from BARD as Electronic Braille BR21641](#)

Also available in braille BR021641

**Your Name in Print: a Teen's Guide to Publishing for Fun, Profit, and Academic Success by Elizabeth Harper and Timothy Harper**

Read by Kerry Dukin

4 hours, 52 minutes

Journalist father and his college-age daughter offer teenagers, their parents, and their teachers advice on the different types of writing for publication. The two also guide would-be writers through the steps that are needed to get their work into print. For senior high and older readers. 2005.

[Download from BARD: Your Name in Print: a Teen's Guide to...](#)

Also available on digital cartridge DB062234

**Real U Guide to Your First Job by Meagan Hassell**

1 volume of braille

Advice for the recent graduate on finding a job. Covers writing resumes, interviewing, networking, and keeping a position. For senior high and older readers. 2004.

[Download from BARD as Electronic Braille BR15937](#)

Also available in braille BR015937

**This is How to Get your Next Job an Inside Look at What Employers Really Want by Andrea Kay**

Read by Kristin Allison

6 hours, 17 minutes

Career consultant and syndicated columnist offers insight for improving your job search and advancing in your profession. Highlights what and what not to do, say, and wear. Discusses characteristics that employers look for and examples from her experiences. 2013.

[Download from BARD: This is How you Get your Next Job an Inside...](#)

Also available on digital cartridge DB077342

**Blue Collar & Proud of It: The All-In-One Resource for Finding Freedom, Financial Success, and Security Outside the Cubicle by Joe Lamacchia**

Read by Butch Hoover

29 hours, 57 minutes

Guide to lucrative, recession-proof blue- and green-collar careers for men and women who love to work either with their hands or in nontraditional settings. Lists training, apprenticeship, and certification opportunities by U.S. state and Canadian province. Includes real-world examples of successful tradespeople. 2009.

[Download from BARD: Blue Collar & Proud of It: The All-In-One...](#)

Also available on digital cartridge DB071483

**Persistence is Power! A Real-World Guide for the Newly Disabled Employee by Jeanne Lazo**

Read by Bob Moore

10 hours, 36 minutes

Provides disabled employees with information about disability insurance, Social Security, and Workers' Compensation. Explains the Americans with Disabilities Act. Offers advice for filing claims and managing paperwork, and provides forms and resources. Addresses emotional, medical, legal, privacy, and monetary issues. 2004.

[Download from BARD: Persistence is Power! A Real World Guide for...](#)

Also available on digital cartridge DB061175

**When to Jump: If the Job You Have Isn't the Life You Want by Mike Lewis**

Read by Mike Lewis

10 hours, 31 minutes

Guide to pursuing the career of your dreams. Presents four steps--termed the "Jump Curve"--distilled from advice from leaders of various industries. Explores these steps through the stories of forty career changers in "Listen to the Little Voice," "Make a Plan," "Let Yourself Be Lucky," and "Don't Look Back." Unrated. Commercial audiobook. 2018.

[Download from BARD: When to Jump: If the Job You Have Isn't the Life...](#)

Also available on digital cartridge DB090344

**Leave Your Mark Land Your Dream Job, Kill it in Your Career, Rock Social Media by Aliza Licht**

Read by Aliza Licht

7 hours, 9 minutes

Licht, communications executive for fashion house Donna Karan International, shares her experiences identifying the career she wanted to pursue, getting jobs and making connections in the field, and creating a well-known and respected social-media presence. Unrated. Commercial audiobook. 2015.

[Download from BARD: Leave Your Mark Land Your Dream Job, Kill it...](#)

Also available on digital cartridge DB081616

**Careers in Renewable Energy Get a Green Energy Job by Gregory McNamme**

Read by Gary Tipton

7 hours, 4 minutes

An overview of various forms of renewable energy--solar, wind, geothermal, hydroelectric, hydrogen, and bioenergy--and the career opportunities in this growing field. Discusses "green" jobs in building, management, and transportation. Details salaries, required education, and other employment criteria. For senior high readers. 2008.

[Download from BARD: Careers in Renewable Energy Get a Green...](#)

Also available on digital cartridge DB068195



**The Hard Times Guide to Retirement Security: Practical Strategies for Money, Work, and Living by Mark Miller**

Read by Butch Hoover

8 hours, 33 minutes

Miller, a journalist and retirement consultant, recommends that baby boomers work longer during a tough economy and delay collecting social security. Offers advice on second careers, post-bubble real estate, health-care options, and other issues facing older Americans. 2010.

[Download from BARD: The Hard Times Guide to Retirement Security...](#)

Also available on digital cartridge DB072241

**Becoming a Marine Biologist by Virginia Morell**

Read by Gabra Zackman

3 hours, 54 minutes

Profiles the life and career of Dr. Robin Baird and his work studying marine life--particularly cetaceans who live near the Hawaiian Islands. Describes the education needed, the type of work a marine biologist can expect to do, and useful hobbies. Unrated. Commercial audiobook. 2019.

[Download from BARD: Becoming a Marine Biologist](#)

Also available on digital cartridge DB094738

**Are you Smart Enough to Work at Google? Trick Questions, Zen-Like Riddles, Insanely Difficult Puzzles, and Other Devious Interviewing Techniques You Need to Know to Get a Job in the New Economy By William Poundstone**

Read by Joe Ochman

7 hours, 57 minutes

Author of Rock Breaks Scissors (DB 79107) examines the world of job interviews. Investigates the reasons behind the questions asked, which answers or thought processes might be most valued by the employer, and the overall psychology of the interview process. Unrated. Commercial audiobook. 2012.

[Download from BARD: Are you Smart Enough to Work at Google? Trick...](#)

Also available on digital cartridge DB079293

**Can I Wear my Nose Ring to the Interview? The Crash Course: Finding, Landing, and Keeping Your First Real Job by Ellen Gordon Reeves**

Read by Carol Dines

9 hours, 3 minutes

Provides tips for applying and interviewing for jobs and suggests involvement in networking and mentoring to discover potential employers. Addresses attention-grabbing cover letters, résumé structure, interview basics, and physical preparation. Also answers frequently asked questions and discusses office etiquette. For senior high and older readers. 2009.

[Download from BARD: Can I Wear my Nose Ring to the Interview?...](#)

Also available on digital cartridge DB069746

[Download from BARD as Electronic Braille BR18515](#)

Also available in braille BR018515

**Career Comeback 8 Steps to Getting Back on Your Feet When You're Fired, Laid Off, or Your Business Venture Has Failed--and Finding More Job Satisfaction Than Ever by Bradley G. Richardson**

Read by Jake Williams

8 hours, 49 minutes

Columnist provides an action plan for a professional and emotional comeback from a job loss. Includes handling the initial crisis, learning from experience, creating support systems, and finding employment that is more satisfying. 2004.

[Download from BARD: Career Comeback 8 Steps to Getting Back on...](#)

Also available on digital cartridge DB059630

**Becoming a Venture Capitalist by Gary Rivlin**

Read by George Newbern

2 hours, 53 minutes

Profiles the work of venture capitalists, particularly those involved in the technology industry, such as John Doerr, an early investor in Netscape and Amazon. Describes the history of the industry, daily life, and the skills required to succeed in the profession. Unrated. Commercial audiobook. 2019.

[Download from BARD: Becoming a Venture Capitalist](#)

Also available on digital cartridge DB094633

## **Job Search Handbook For People with Disabilities by Daniel J. Ryan**

Read by Kerry Cundiff

10 hours, 25 minutes

Comprehensive resource guide to career development for people with disabilities. Covers locating openings, preparing for interviews, writing resumes, using government programs, networking, and succeeding at work. Discusses available accommodations and provides job links from the U.S. Department of Labor Office of Disability Employment Policy. 2011.

[Download from BARD: Job Search Handbook for People with Disabilities](#)

Also available on digital cartridge DB077534

[Download from BARD as Electronic Braille BR15463](#)

Also available in braille BR015463

## **200 Best Jobs for Renewing America by Laurence Shatkin**

Read by Kerry Cundiff

38 hours, 5 minutes

Guide to identifying and securing jobs in the six industries that are projected to grow under President Obama's 2009 American Recovery and Reinvestment Act: infrastructure, green technologies, education, information technologies, health care, and manufacturing. Lists job descriptions and security; required education, training, and skills; earnings; and growth potential. 2010.

[Download from BARD: 200 Best Jobs for Renewing America](#)

Also available on digital cartridge DB071327

## **Culinary Careers: How to Get Your Dream Job in Food with Advice From Top Culinary Professionals by Rick Smilow**

Read by Kerry Cundiff

18 hours, 33 minutes

Guide to working in the food industry presented by Smilow, president of the Institute of Culinary Education, and McBride, a professor of food studies. Covers education, apprenticeships, first jobs, and entrepreneurship. Features interviews with eighty-nine professionals in various vocations, including chefs, food editors, dietitians, sommeliers, and cooking-school owners. 2010.

[Download from BARD: Culinary Careers How to Get Your Dream Job...](#)

Also available on digital cartridge DB071964

**Able Scientists--Disabled Persons Biographical Sketches Illustrating Careers in the Sciences for Able Disabled Students by S. Phyllis Stearner**

Read by Phil Regensdorf

3 hours, 48 minutes

Biographical sketches of twenty-seven persons with disabilities who have become scientists. They share their experiences in the belief that they are typical of other disabled scientists and young people determined to become scientists. This book was sponsored by the Foundation for Science and the Handicapped, Inc.

[Download from BARD: Able Scientists—Disabled Persons Biographical...](#)

Also available on digital cartridge DB022753

Also available in braille BR006176

**Monster Careers: How to Land the Job of Your Life by Jeff Taylor and Doug Hardy**

Read by Kerry Dukin

13 hours, 22 minutes

Step-by-step guidebook with updated basics of job searching for first-timers, career changers, and those over fifty. Topics include the right attitude, your job-search portfolio, the resume that sells, and best-deal negotiation. Discusses networking, interviewing, and defining what you want to do. 2004.

[Download from BARD: Monster Careers: How to Land the Job of Your Life](#)

Also available on digital cartridge DB060010

**Land Your Dream Career Eleven Steps to Take in College by Tori Randolph Terhune**

Read by Kristin Allison

7 hours, 18 minutes

A guide for college students to help them take charge of their employment futures while still in school. Provides eleven strategies for use in and out of the classroom. Includes advice on developing a professional image, using social media, networking, and optimizing other career development tools. Young adult appeal. 2013.

[Download from BARD: Land Your Dream Career: Eleven Steps to Take...](#)

Also available on digital cartridge DB077469

**The Real Life MBA Your No-BS Guide to Winning the Game, Building a Team, and Growing Your Career by Jack and Suzy Welch**

Read by Scott Reynolds

6 hours, 23 minutes

Authors of Winning (DB 60338), husband Jack, former CEO of General Electric, and wife Suzy, former editor-in-chief of Harvard Business Review, explain the qualities and skills necessary for success within the business world. The pair discuss understanding one's own strengths and weaknesses, interpersonal skills, and personal reflection. 2015

[Download from BARD: The Real Life MBA Your No-BS Guide to...](#)

Also available on digital cartridge DB082413

[Download from BARD as Electronic Braille BR21101](#)

Also available in braille BR021101

**Job Strategies for People with Disabilities Enable Yourself for Today's Job Market by Melanie Astaire Witt**

Read by Ted Stoddard

16 hours, 14 minutes

A guide for job-seekers with disabilities who, under the Americans with Disabilities Act of 1990, are entitled to compete for jobs on an equal basis with the non-disabled. Witt offers suggestions on identifying suitable jobs, uncovering marketable skills, creating standout resumes, understanding accommodation requirements, and interviewing successfully. 1992.

[Download from BARD: Job Strategies for People with Disabilities...](#)

Also available on digital cartridge DB052584

**Life After High School a Guide for Students with Disabilities and their Families by Susan Yellin**

Read by Faith Potts

10 hours, 36 minutes

Guide for high school students with disabilities and the adults in their lives provides advice on transitioning from teen years to adulthood and from high school to college or the workplace. Covers handling medical issues without parental assistance and creating a paper trail to document the disability. 2010.

[Download from BARD: Life After High School a Guide for Students...](#)

Also available on digital cartridge DB072383

[Download from BARD as Electronic Braille BR19191](#)

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