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Book 'em

Career-themed tomes make great gifts for those looking for a job-related

Whether you're searching for a last-minute gift for a career-challenged friend or looking for some post-holiday reading to get you prepared

for your all-out assault on the job market in here are 20 books that should act as a catalyst toward landing a new job.

One Phone Call Away: Secrets of a Master Networker

Jeffrey W. Meshel (Portfolio, \$22.95)

● Networking is a skill all job seekers need, and Meshel gives away his secrets on how to cultivate relationships and expand the number of people in your network. Meshel's simple lessons and stories show just how easy it is to pick up the phone and get in touch with the people who matter.



The Elements of Resume Style

Scott Bennett (AMACOM, \$9.95)

● No job seeker should be without a book on how to write a compelling resume, and this book is one of the best. Bennett uses an easy-to-understand approach and does more than just give a bunch of samples — rather, he provides practical information that will turn your resume into a winner.



The Right Decision Every Time: How to Reach Clarity on Tough Decisions

Luda Kopeikina (Pearson Education, \$14.95)

● Sometimes the hardest part about the working world is making difficult decisions. That's why former GE executive Luda Kopeikina's techniques can make a difference when you need to make a strategic decision. Organized into easy-to-navigate sections, this book is great to read straight through or as a reference tool.

Get Them On Your Side

Samuel B. Bacharach (Platinum Press, \$19.95)

● Sometimes work is like war — you have your friends and you have your enemies. In this book, Bacharach shows you how to use the political landscape of your workplace to your advantage. Learn how to negotiate support for your ideas and how to understand the agendas of others.



Knock 'em Dead 2005: The Ultimate Job Seekers Guide

Martin Yate (Adams Media, \$14.95)

● This New York Times bestseller is updated for 2005 and provides tips on all aspects of the job search in one neat little package. From negotiating a contract to answering tough interview questions, Yate knows that the key to being prepared is to have all the knowledge you need at your fingertips.



Alter Your Life: Overbooked? Overworked? Overwhelmed?

Dr. Kathleen Hall (Oak Haven, \$15.95)

● Who doesn't want to change the better in one... In "Alter Your Life" provides tips and extend throughout... This book offers a perspective on even... are designed to inspire... enhance your work...



Getting Them to Give a Damn: How to Get Your Front Line to Care About Your Bottom Line

Eric Chester (Dearborn, \$19.95)

● Times have changed in the workplace, and getting today's younger workers to care about their jobs is a new challenge for many bosses. Chester has spent years studying today's "Generation Y" workforce, and here he shows how businesses can devise plans to keep young workers from walking out the back door.



Searing on Your Strengths: Discover, Use and Brand Your Best Self for Career Success

Robin Ryan (Penguin, \$14)

● This groundbreaking new book takes a look at a changing force in the workplace where workers are being hired with the strengths that match particular jobs, rather than hiring qualified people and improving their weaknesses. A well-respected career columnist, Ryan's new book will be required reading for years to come.



Winning the Interview Game: Everything You Know to Land the Job

Alan H. Nierenberg (AMACOM, \$12.95)

● A must-read for interviewers and alike, "Winning the Interview Game," offers a complete and comprehensive description of what every prospective employee should know. From how to respond to tough interview questions to negotiating an offer, the author provides a much-needed perspective into the frustrating interviews.

Insider's Guide to Finding a Job

Wendy S. Enelow/Shelly Goldman (JIST Works, \$12.95)

● When you want the best info, you need to go to the source. And that's exactly what Goldman and Enelow do here by interviewing 66 of



The Art of War

Sun Tzu (Running Press, \$4.95)

● The famed General Sun Tzu of ancient China is thought to be one of the greatest military strategists in history. Though the title of this book may be

