

RECOMMENDED SUCCESS BOOKS

Engineering Career Institute/Co-op Program Bibliography

The following books will enrich the seminars and provide you with an invaluable library of resource material for your career success. The books in this list have been carefully chosen for relevance, value and reasonable cost. They are available at the University Bookstore.

1. The Seven Habits of Highly Effective People, by Stephen Covey, (Simon and Schuster), ISBN#99065, rev. 11/04
2. How to Win Friends and Influence People, by Dale Carnegie (Pocket Books) ISBN# 98022
3. Knock 'Em Dead 2004, (interviewing), by Martin Yate, rev.11/04 #39098.
4. What Color is Your Parachute, (job hunting), by Richard Bolles, 2004, (10 Speed Press), rev. 9/04 #39107.
5. To Build the Life You Want, Create the Work You Love, (entrepreneuring) by Marsha Sinetar, (St. Martin's Griffin), #3396, rev.11/04.
6. Life Strategies: Doing What Works, Doing What Matters, by Phillip McGraw, ISBN 162227, rev. 09/04
7. Zapp - The Lightning of Empowerment, by W. Byham, (DDI Press), ISBN#11174
8. On Becoming a Leader, by Warren Bennis, (Addison-Wesley), ISBN# 2523
9. First Time Manager, by Michael Morrison, (Kogan Page), ISBN#103817
10. The Goal, by Eliyahu M. Goldratt and Jeff Cox , (North River Press), ISBN# 9869.
11. If It Ain't Broke, Break It, (staying successful), by R. Kriegel, (Warner Books), ISBN #113646
12. Elements of Style, (effective writing), by Strunk, (Prentice Hall, Inc.), ISBN#136387
13. Helping Researchers Write - So Managers Can Understand, by Pneena Sageev (Battelle), ISBN#106905.
14. I Can See You Naked, (fearless public speaking), by R. Hoff (Andrews), ISBN #97990
15. The Millionaire Next Door, (\$ success), Thomas Stanley & William Dank, (Moss Market) ISBN#162212
16. The Last Job Search Guide You'll Ever Need, College Recruiter.com
<http://www.collegerecruiter.com/pages/bookstore.html>