

Norfolk Libraries

Jobseeker Support Booklist

We've created this collection of books to support people during times of unemployment and change.

There are books on CVs, Interview skills, job seeking, careers, volunteering, confidence, change, starting a business and money management. These titles can be reserved free of charge.

You can search for these titles on the library catalogue at <https://norfolk.spydus.co.uk/>

CVs



Readymade CVs (2012) by Lynn Williams

ISBN 9780749465056

[Reserve your copy here](#)

The CV book (2012) by James Innes

ISBN 9780273776581

[Reserve your copy here](#)

Successful CVs in a week (2012) by Steve Morris

ISBN 9781444159288

[Reserve your copy here](#)

Creating your first ever CV in seven easy steps (2012)

by Julia Dolowicz ISBN 9781845284961

[Reserve your copy here](#)

Brilliant CV what employers want to see and how to write it (2011) by Jim Bright ISBN 9780273744016

[Reserve your copy here](#)



Norfolk County Council

Interview Skills



Brilliant Interview (2011) by Ros Jay

ISBN 9780273743934

[Reserve your copy here](#)

The Interview book (2012) by James Innes

ISBN 9780273776628

[Reserve your copy here](#)

The cover letter book (2012) by James Innes ISBN

9780273776666

[Reserve your copy here](#)

Succeeding at interviews in a week (2012) by Alison Straw

ISBN 9781444159257

[Reserve your copy here](#)

The interview expert: get the job you want (2012) by

John Lees ISBN 9780273762553

[Reserve your copy here](#)

The interview questions and answer book (2012)

by James Innes ISBN 9780273763710

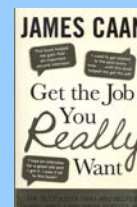
[Reserve your copy here](#)

Ultimate interview: 100s of great interview answers

(2012) by Lynn Williams ISBN 9780749464066

[Reserve your copy here](#)

Job Seeking



Just the job by Job! (2013) by John Lees

ISBN 9780273772460

[Reserve your copy here](#)

Get that job with NLP (2012) by Jackie Arnold

ISBN 9781444176759

[Reserve your copy here](#)

Finding your next job in a week (2013) by Peter Maskrey

ISBN 9781444178913

[Reserve your copy here](#)

Get the job you really want (2012) by James Caan

ISBN 9780241950685

[Reserve your copy here](#)

Ultimate job search (2012) by Lynn Williams

ISBN 9780749464080

[Reserve your copy here](#)

Brilliant employability skills (2011) by Frances Trought

ISBN 9780273749936

[Reserve your copy here](#)

How to get that job: the complete guide to job hunting success (2012) by Malcolm Hornby

ISBN 9780273772125

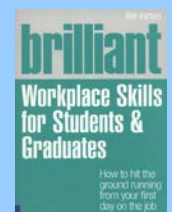
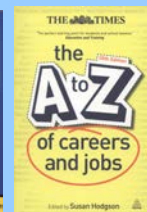
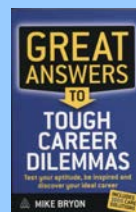
[Reserve your copy here](#)

Successful job applications in a week (2012)

by Patricia Scudamore ISBN 9781444158892

[Reserve your copy here](#)

What to do next/Careers



Apprenticeships (2012) by Catherine Dawson

ISBN 9780749463335

[Reserve your copy here](#)

The Penguin Careers Guide (2008) by Philip Gray

ISBN 9780141037882

[Reserve your copy here](#)

Great answers to tough career dilemmas (2011)

by Mike Bryon ISBN 9780749454135

[Reserve your copy here](#)

Top jobs (2012) By Susanne Christian

ISBN 9781844554324

[Reserve your copy here](#)

The A-Z of careers and jobs (2013) by Susan Hodgson

ISBN 9780749468873

[Reserve your copy here](#)

Planning your career in a week (2012) by Wendy Hirsh

ISBN 9781444159226

[Reserve your copy here](#)

Not going to uni.co.uk Guide to not going to University (2012) by Andrew Shanahan ISBN 9780273765097

[Reserve your copy here](#)

The graduate career guidebook (2013) by Steve Rook

ISBN 9780230391758

[Reserve your copy here](#)

Brilliant workplace skills for students and graduates (2011) by Bill Kirton ISBN 9780273757047

[Reserve your copy here](#)

Cut the cost of Uni (2012) by Gwenda Thomas

ISBN 9781844555246

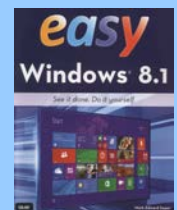
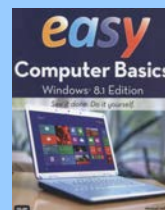
[Reserve your copy here](#)

Your Gap Year (2011) by Susan Griffith

ISBN 9781854585905

[Reserve your copy here](#)

Computers



Easy computer basics (2013) by Michael Miller

ISBN 9780789752321

[Reserve your copy here](#)

Easy windows 8.1 (2013) by Mark Edward Soper

ISBN 9780789752253

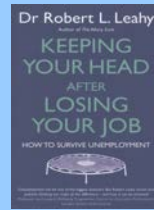
[Reserve your copy here](#)

Using your PC made easy (2011) by Lynn Wright

ISBN 9781844901258

[Reserve your copy here](#)

Change



Keeping your head after losing your job (2013)

by Robert L Leahy ISBN 9780749958848

[Reserve your copy here](#)

You can change your life (2012) by Rob Yeung

ISBN 9780230763821

[Reserve your copy here](#)

Change (2013) by Richard Gerver

ISBN 9780670922345

[Reserve your copy here](#)

Your rights at work (2012) by Trades Union Congress

ISBN 9780749465216

[Reserve your copy here](#)

The great mid-life career Switch (2010) by Gordon Adams

ISBN 9781906821562

[Reserve your copy here](#)

The redundancy survival guide (2009) by Rebecca Corfield

ISBN 9780749457617

[Reserve your copy here](#)

Coping with change at work (2012) by Sue Stockdale

ISBN 9781444171259

[Reserve your copy here](#)

Starting a business



Starting up an online business (2012) by Heather Morris

ISBN 9780273774747

[Reserve your copy here](#)

Start your business week by week (2013) By Steve Parks

ISBN 9780273768661

[Reserve your copy here](#)

Start your business in 7 days (2013) by James Caan

ISBN 9780670920655

[Reserve your copy here](#)

Start your dream business (2013) by Sarah Wade

ISBN 9789814408134

[Reserve your copy here](#)

Make it happen: the Prince's Trust guide to starting your own business (2010) by Prince's Trust ISBN 9780857080455

[Reserve your copy here](#)

How to start and run a one person business (2013)

by Clive Morton ISBN 9781845285036

[Reserve your copy here](#)

How to start a business without any money (2012)

by Rachel Bridge ISBN 9780753540879

[Reserve your copy here](#)

Outstanding creativity in a week (2012) by Gareth Lewis

ISBN 9781444159820

[Reserve your copy here](#)

Dear entrepreneur (2013) by Danny Bailey

ISBN 9781908003546

[Reserve your copy here](#)

Young guns (2013) By Kate Walters

ISBN 9781780592053

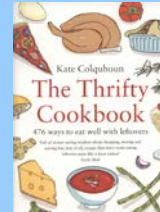
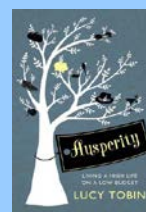
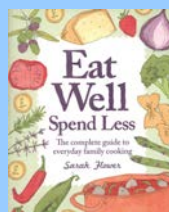
[Reserve your copy here](#)

How to be a million pound mum (2013)

by Hazel Cushion ISBN 9781908262998

[Reserve your copy here](#)

Money Management



A little course in sewing (2013) by Hilary Mandleberg

ISBN 9781409365198

[Reserve your copy here](#)

Eat well spend less (2012) by Sarah Flower

ISBN 9781905862832

[Reserve your copy here](#)

Make and mend (2012) by Rebecca Peacock

ISBN 9781905862795

[Reserve your copy here](#)

Get out of debt now (2012) by Allen Carr

ISBN 9781848379817

[Reserve your copy here](#)

Ausperity (2013) by Lucy Tobin

ISBN 9781780877686

[Reserve your copy here](#)

How to worry less about money (2012)

by John Armstrong ISBN 9781447202295

[Reserve your copy here](#)

The Thrifty cookbook (2010) by Kate Colquhon

ISBN 9781408800812

[Reserve your copy here](#)

The money diet (2005) by Martin Lewis

ISBN 9780091906887

[Reserve your copy here](#)

Thrifty living (2010) by Barty Phillips

ISBN 9781444101140

[Reserve your copy here](#)

Finance plain and simple (2010) by Sebastian Nokes

ISBN 9780273731290

[Reserve your copy here](#)

Cook on a shoestring (2012) by Sophie Wright

ISBN 9780857831118

[Reserve your copy here](#)

Your finances (2009) by Frances Kay

ISBN 9780749455842

[Reserve your copy here](#)

How to feed your family for 5 a day (2012)

by Bernadine Lawrence ISBN 9780007485659

[Reserve your copy here](#)

Brilliant Personal Finances (2010) by Margaret Corridan

ISBN 9780273731948

[Reserve your copy here](#)

Confidence



Assertiveness (2013) by David Bonham-Carter

ISBN 9781848315051

[Reserve your copy here](#)

Brilliant self confidence (2012) by Mike McClemment

ISBN 9781447929598

[Reserve your copy here](#)

What's stopping you? Being more confident (2012)

by Robert Kelsey ISBN 9780857083098

[Reserve your copy here](#)

50 things you can do today to boost your confidence (2013) by Wendy Green ISBN 9781849534116

[Reserve your copy here](#)

Brilliant Personal Development (2012) by Max Eggert

ISBN 9780273742470

[Reserve your copy here](#)

Brilliant Communication skills (2011) by Gill Hasson

ISBN 9780273761747

[Reserve your copy here](#)

What's Stopping You? (2012) by Robert Kelsey

ISBN 9780857083074

[Reserve your copy here](#)

Brilliant networking (2010) by Steven D'Souza

ISBN 9780273743217

[Reserve your copy here](#)

Confidence at work (2013) by Ros Taylor

ISBN 9780749467753

[Reserve your copy here](#)

Personal impact in a week (2013) by Christine Harvey

ISBN 9781444180381

[Reserve your copy here](#)

Supercoach (2013) by Michael Neill

ISBN 9781781800188

[Reserve your copy here](#)

Body language secrets (2012) by Diana Mather

ISBN 9781444176773

[Reserve your copy here](#)

Body language for dummies (2011)

by Elizabeth Kuhnke ISBN 9781119953517

[Reserve your copy here](#)

Body language in the workplace (2011) by Allan Pease

ISBN 9781409121008

[Reserve your copy here](#)

Be your own career coach (2012) by Rus Slater

ISBN 9780273771166

[Reserve your copy here](#)

The self-esteem coach (2012) by Lynda Field

ISBN 9781780281162

[Reserve your copy here](#)

Body language (2013) by James Borg

ISBN 9781292004518

[Reserve your copy here](#)

Mindfulness (2013) by Gill Hasson

ISBN 9780857084446

[Reserve your copy here](#)

The Edge (2013) by Michael Heppell

ISBN 9781444740622

[Reserve your copy here](#)

Living and Working in the UK



Living and working in Britain (2012) By David Hampshire

ISBN 9781907339479

[Reserve your copy here](#)

How to live and work in the UK (2009) By Mathew Collins
ISBN 9781845283728
[Reserve your copy here](#)

Life in the United Kingdom – a guide for new residents (2013) ISBN 9780113413409
[Reserve your copy here](#)

Volunteering



Volunteer Lonely planet (2013)
ISBN 9781743216897
[Reserve your copy here](#)

Volunteering - the essential guide (2012) by Leonie Martin
ISBN 9781861441331
[Reserve your copy here](#)

For further information please ask at your local library.