# Table of Contents

*Introduction:* Let the World Make Room ........................................... ix

*part one: Becoming a Careeranista*

1. Mapping Out Your Future ..................................................... 3
2. Job Searching in a Tough Job Market ................................. 11
3. Applying for Positions .......................................................... 21
4. Acing the Interview ............................................................... 28
5. Twenty Pointers to a Better Interview ............................... 40
6. Learning from Rejection ....................................................... 47

   *Diary of a Careeranista:*
   *Crystal Hilliard on Getting on the Fast Track to Success* 50

7. Evaluating Job Offers ............................................................ 54
8. Understanding Company Benefits .......................................... 59
9. Choosing Between Jobs .......................................................... 65
10. Negotiating Your Salary ......................................................... 68

   *Diary of a Careeranista:*
   *Sandra Soto on Getting Prepared for the Next Opportunity* 80

11. Networking Effectively ........................................................ 83
12. Finding and Keeping a Career Mentor .................................... 88

*part two: Succeeding as a Careeranista*

13. Letting Go of Real World Myths ............................................. 95
14. Fitting In and Standing Out .................................................... 100
15. Building a Positive Professional Image .................................. 106

   *Diary of a Careeranista:*
   *Lisa Quast on Looking the Part* 118

16. Managing Your Boss ............................................................. 121
17. Handling Conflicts with Co-workers ....................................... 133
18 Working Around Office Politics........................................ 142

Diary of a Careeranista:
Talia Nye on Checking Your Problems at the Door 145

19 Succeeding in Corporate America .................................. 147
20 Attaining Work-Life Balance ......................................... 160
21 Losing Your Job Without Losing Yourself ..................... 170
22 Getting Your Finances in Check ................................. 181
23 Reducing Post-College Debt ....................................... 191

part three: Questions of a Careeranista

24 Where Should I Live?.................................................. 199
25 Can I Skip Paying My Dues? ................................. 204
26 Should I Quit My Job? ............................................ 208

Diary of a Careeranista:
Chyrstal Baker on Finding Your Own Way 217

27 Do I Have to Go Back to School?.............................. 221

Diary of a Careeranista:
Lola Brown on Blurred Lines: The Road Through
Graduate School Isn’t Always a Straight One 227

28 Can I Be My Own Boss? ....................................... 230

part four: Handling a Careeranista’s Biggest Obstacles

29 Overcoming Self-doubt and the Fear of Failure .......... 239
30 Ignoring the Naysayers ........................................... 247

Diary of a Careeranista:
Carmille Lim on Being Young and in Charge 251

31 Battling Sex Discrimination and Sexual Harassment ...... 256
32 Fighting Racial Discrimination and Stereotypes ........... 263

The ABCs of Succeeding as a Careeranista ...................... 269
Acknowledgments ....................................................... 273
About the Author ....................................................... 275