



The Successful Introvert: How to Enhance Your Job Search and Advance Your Career

By Wendy Gelberg

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The purpose of this book is to present strategies used by successful people – including numerous celebrities – in managing their introversion or shyness while becoming successful in professional endeavors. If you've ever felt that your personality was getting in the way of achieving your goals, if you've ever felt there was a gap separating you from most other people, this book will open up new possibilities. You don't have to undergo a personality makeover to be successful in your job search and career. Learn to understand, appreciate, and celebrate your unique strengths.

This book will both enlighten and empower readers with specific strategies to use in everyday personal and professional activities so that they can achieve greater success in their lives. At the same time, it is intended to enable introverts to understand, appreciate, and celebrate their unique strengths.

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Editorial Review

From the Back Cover

"When I first got into sales and marketing, [introversion] brought forth my technical knowledge and my ability to talk to people and be credible.' Being a good listener made me a good sales person. I'm viewed as a thoughtful, intelligent person, someone who's fair-minded."

Paul Viau, Business Development Manager for technology company

"[Introversion] helps me to create the models, ideas, acronyms, insights that I'm known for. It also helps my relationships and ability to connect with others--when I'm talking to someone, I can concentrate on the person fully and not get distracted by other people or activity in the room."

Susan Whitcomb, Author and Career Coach

"I think that as an introvert I know to take time for myself, to be thoughtful and direct. I think before I speak or do (at least I try to!)."

Meghan Wier, Business Writer and Author of Confessions of an Introvert, The Shy Girl's Guide to Career, Networking and Getting the Most Out of Life

"I seem to have the gift for listening to complex and winding conversations and reducing them down to their essence. I am also very good at listening to staff and honing in on what their issue or problem is."

Ann Lawthers, Senior Director, Evaluation and Measurement

"'Silent waters run deep.' 'The strong, silent type.' These can be advantageous and project an image of seriousness, diligence, and competence. Also, even though it may seem obvious, if you're not out socializing the whole time you're at work, you can get a lot more done!"

"Douglas," formerly Mechanical Engineer, now MBA Student/Management Consultant

"The analytical, deep thinking part is very helpful. Attention to detail, problem solving, brainstorming."

Barbie Dallman, Certified Professional Life Coach

"I'm so comfortable being this way. I think it's kept me out of office politics to a great extent. A lot of people would consider me a go-to person because they knew I wasn't going to be talking freely. I think typically being an introvert in the office, I think I'm a lot more observant, a little keener observer of people's personalities."

Dianne, Dental Assistant, Medical Researcher

"People experience me as straightforward and not exaggerated...People can appreciate that you're not hogging all the air time. Generally what you say is because it's been thought through a little more; there's a higher ratio of signal to noise. It's more likely to be worth listening to."

Jay, College Professor

"Over time I developed a reputation for careful thinking and planning and fairness and trustworthiness."

Sandy, Corporate Writing Trainer

"I think I have an ability to focus more intently on things, to see deeper. You get to see sides of people, take the time and have the desire to see sides of people that for other people might slide by."

Deb Dib, CEO Career Strategist

"I think my introversion allows me to stay focused to do the research and the writing of the work and then to

start talking about it."

Murray A. Mann, CCM, CPBS, Principal, Global Diversity Solutions Group, LLC

"My job has a heavy emphasis on analysis and design. I have to spend a lot of time investigating various approaches for solving specific problems...I love this kind of work, and I feel that my introspective nature is a huge advantage. Because of my quiet, introspective nature, I've been perceived as a 'deep thinker.' Whether true or not, this perception has often worked in my favor."

Rick Sullivan, Director of Software Engineering, GateRocket, Inc.

"My father always told me that we are born with 2 ears and 1 mouth. It is more important to listen than to talk. We always learn more by listening."

Kathy Scarpone, Administrative Specialist

About the Author

Wendy Gelberg is the owner of Gentle Job Search/Advantage Resumes. She is a certified career coach and resume writer whose expertise is in helping people who are uncomfortable "tooting their own horn." Designated the "Job-Hunt Pro for Introverts" for Job-hunt.org, Wendy coaches individuals, gives workshops and writes articles and blogs on all aspects of the job search process. Samples of her resumes and career advice appear in over 20 books. Wendy has owned her business for over 10 years. She has been an introvert her whole life. Contact Wendy at wendy@gentlejobsearch.com.

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Johnny Allen:

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