

RUTGERS

**CAREER PLANNING & JOB SEARCH  
RESOURCE GUIDE**

Edition 4, Rev. 2 January 2015

**RUTGERS**

Rutgers Business School  
Alumni Association

Career Resources Committee

## **Important Note:**

This Resource Guide has been prepared by volunteers who are members of the Rutgers Business School Alumni Association (RBSAA) Career Resources Committee. Its purpose is to help fellow RBS alumni – and future alumni – in their career planning and job search efforts. This Resource Guide is provided free of charge.

We are proud to publish this fourth edition of the Resource Guide. Edition 1 was published in April 2010, Edition 2 in February 2011 and Edition 3 in February 2012. In each edition, we add a number of new resources and remove or update outdated links.

While we have tried to research and produce a useful guide, any information provided in this Resource Guide is neither a recommendation nor an endorsement of the products, services, viewpoint, information or advice of any of the individuals, organizations or businesses listed.

We disclaim any liability for errors and omissions. We also disclaim responsibility for any changes in contact information listed and for any listed resources changing location or becoming unavailable. This disclaimer shall extend to the RBSAA, the members of the Career Resources Committee, and any and all people or organizations otherwise involved in the preparation or dissemination of this Guide.

The reader/user is strongly encouraged to check out these and other resources for his/her purposes. Many of these resources are found on the Internet. The bibliographic format used for Internet material is: Author. "Title of Article." Name of Website. Date posted or updated. Publisher. Date we saw it. Link.

If you would like to volunteer to work on the RBSAA Career Resources Committee or any other RBSAA committee, kindly e-mail: [volunteers@rbsaa.org](mailto:volunteers@rbsaa.org).

## **I. RUTGERS SERVICES**

### **Rutgers Business School Career Management Offices**

Rutgers Business School currently has five offices dedicated to serving the unique career needs of **RBS students**:

- **MBA Office of Career Management**  
One Washington Park, Suite 142  
Newark, NJ 07102 <https://www.business.rutgers.edu/mba/career-management/>  
973 353 1656 [mbamail@rbsmail.rutgers.edu](mailto:mbamail@rbsmail.rutgers.edu)
  
- **Office of Career Management (RBS Undergraduates - Newark)**  
One Washington Park – 3<sup>rd</sup> floor  
Newark, NJ 07102 <http://www.business.rutgers.edu/undergrad-newark/career-management>  
973 353 3587 [ocm-nwk@business.rutgers.edu](mailto:ocm-nwk@business.rutgers.edu)
  
- **Office of Career Management (RBS Undergraduates - New Brunswick)**  
100 Rockefeller Road, Room 1008  
Piscataway, NJ 08854-8054  
**848-445-3600** <http://www.business.rutgers.edu/undergrad-new-brunswick/career-management>
  
- **EMBA Career Management**

One Washington Park  
Newark, NJ 07102  
973 353 1126 [fherman@business.rutgers.edu](mailto:fherman@business.rutgers.edu)

- **Graduate Accounting Career Services**

One Washington Park  
Newark, NJ 07102  
973 353 1314 [pnewman@business.rutgers.edu](mailto:pnewman@business.rutgers.edu)

These RBS Career Management offices also make many of their services available to **RBS alumni**, providing a variety of career management and job search services including, but not limited to:

- Resume / cover letter critique
- Career / job search advisement
- Access to job postings
- On-campus career fairs

Alumni who are six months or more past graduation are generally charged a nominal fee. Fees may be waived or reduced in hardship situations.

Important Note: The RBS MBA Office of Career Management lists positions for alumni in the Jobs section of the Rutgers Business School Newark and New Brunswick-Alumni LinkedIn group site, [https://www.linkedin.com/groups?gid=68703&goback=%2Enpv\\_3351054](https://www.linkedin.com/groups?gid=68703&goback=%2Enpv_3351054), and in announcements in *Rutgers Business Connect*, a networking platform for students and alumni, [www.RutgersBusinessConnect.com](http://www.RutgersBusinessConnect.com). MBA alumni are encouraged to join both.

## Rutgers University Career Services Offices

Rutgers University also has Career Services/Career Development offices in Newark, New Brunswick and Piscataway, NJ that serve the career and job search needs of **all Rutgers students** (including RBS students), at both the undergraduate and graduate levels:

- **Career Development Center - Newark**

360 Dr. Martin Luther King Jr. Blvd. – Hill Hall 112  
Newark, NJ 07102  
<http://cdc.newark.rutgers.edu>  
973 353 5311

- **University Career Services at College Ave. Campus**

Gateway Transit Village, 106 Somerset St., 4<sup>th</sup> Fl. (above Barnes & Noble)  
New Brunswick, NJ 08901  
<http://careerservices.rutgers.edu>  
848 932 7997

- **University Career Services at Busch Campus**

Busch Campus Center, 604 Bartholemew Rd.  
Piscataway, NJ 08854  
<http://careerservices.rutgers.edu>  
848 445 6127

These Rutgers University Career Services / Career Development offices also make many of their services available to RBS alumni, providing a variety of general career management and job search services including, but not limited to:

- Aptitude and interest testing
- Career counseling – in person and distance (phone consultation and online assessments)
- Access to job leads
- Access to career resource libraries
- Career fairs and job fairs
- Workshops, seminars and panel discussions on various job search and career planning topics
- Access to the Alumni Career Network – a listing of alumni volunteers available to speak with Rutgers students and alumni about their respective career fields

Like the RBS Career Management Offices, the Rutgers University Career Services offices generally charge reasonable fees for services to alumni – and may waive or lower the fees in hardship situations.

## II. SERVICES/RESOURCES/TOOLS AVAILABLE FROM OTHER SOURCES

### Career Planning

- **About.com** – [www.about.com](http://www.about.com)  
 McKay, Dawn Rosenberg. “The Career Planning Process: Taking It Step-By-Step.” [About.com](http://careerplanning.about.com/cs/choosingacareer/a/cp_process.htm).  
 About.com. 19 Jan. 2014. [http://careerplanning.about.com/cs/choosingacareer/a/cp\\_process.htm](http://careerplanning.about.com/cs/choosingacareer/a/cp_process.htm)  
  
 Nathanson, Craig. “The Mid-Life Challenge: Make a Plan to Re-ignite Career Passion.” [About.com](http://humanresources.about.com/od/careerdevelopment/a/career_passion.htm).  
 About.com. 19 Jan. 2014. [http://humanresources.about.com/od/careerdevelopment/a/career\\_passion.htm](http://humanresources.about.com/od/careerdevelopment/a/career_passion.htm)
- **Quintessential Careers** – [www.quintcareers.com](http://www.quintcareers.com)  
 Good site with articles on every aspect of career management and job search. Take a few minutes just to look through the tools and articles on the site.  
 Hansen, Randall and Katharine Hansen. “Using a SWOT Analysis in Your Career Planning.” [Quintessential Careers.com](http://www.quintcareers.com/SWOT_Analysis.html).  
 Quintessential Careers. 19 Jan. 2014. [http://www.quintcareers.com/SWOT\\_Analysis.html](http://www.quintcareers.com/SWOT_Analysis.html)  
  
 Hansen, Randall. “Developing a Strategic Vision for Your Career Plan.” [Quintessential Careers](http://www.quintcareers.com/career_plan.html).  
 Quintessential Careers. 19 Jan. 2014. [http://www.quintcareers.com/career\\_plan.html](http://www.quintcareers.com/career_plan.html)
- **Articles**  
 Augustine, Amanda. “Returning to Work? How to Handle the Employment Gap.” [Theladders.com](http://info.theladders.com/blog/bid/163647/Returning-to-Work-How-to-Handle-the-Employment-Gap). 7 Nov 2012. [Theladders.com](http://info.theladders.com/blog/bid/163647/Returning-to-Work-How-to-Handle-the-Employment-Gap). 30 Jan 2014. <http://info.theladders.com/blog/bid/163647/Returning-to-Work-How-to-Handle-the-Employment-Gap>  
  
 Benko, Cathy. “A To-Do List for the CEO of Your Career.” [Harvard Business Review](http://blogs.hbr.org/2010/12/to-do-list-for-ceo-of-your-career/). Dec. 13, 2010. [Harvard Business Publishing](http://blogs.hbr.org/2010/12/to-do-list-for-ceo-of-your-career/). 19 Jan. 2014. <http://blogs.hbr.org/2010/12/to-do-list-for-ceo-of-your-career/>  
 “Career Development Process.” [University of Wisconsin](http://continuingstudies.wisc.edu/advising/careerdevelopment.htm). Board of Regents of the University of Wisconsin System. 19 Jan. 2014 <http://continuingstudies.wisc.edu/advising/careerdevelopment.htm>  
 A good, basic overview of career development and the career development process.  
  
 “What is Career Management?” [Career Vision.org](http://www.careervision.org/About/CareerManagement.htm). Career Vision. 19 Jan. 2014. <http://www.careervision.org/About/CareerManagement.htm>

- **Books**

Adler, Lou. The Essential Guide for Hiring and Getting Hired. Workbench Media, 2013.

This book is written for everyone involved in the hiring process, from managers and recruiters to job seekers, by giving them an inside view of the hiring process from all perspectives.

Bolles, Richard N. What Color Is Your Parachute? 2014: A Practical Manual for Job-Hunters and Career-Changers. Ten Speed Press, 2013.

A classic for over 40 years, this book helps people to find new direction and change careers. It is updated annually, keeping it relevant and contemporary. It is listed in the Library of Congress as one of the 25 Books That Have Shaped Readers' Lives.

Bridges, William. Transitions: Making Sense of Life's Changes. De Capo Press, 2004.

Transitions, originally published in 1980, provides a roadmap of the transition process so you can both understand and embrace the process, leading to the ability to better cope with change. This 25<sup>th</sup> Anniversary edition includes a new chapter dedicated to change in the workplace.

Ibarra, Herminia. Working Identity: Unconventional Strategies for Reinventing Your Career. Harvard Business School Press, 2004.

The stories of 23 people who successfully shifted careers that serves as a guide to deciding whether or not to stay in a career.

Scher, Barbara with Barbara Smith. I Could Do Anything if I Only Knew What it Was: How to Discover What You Really Want and How to Get it. Dell, 1995.

- **United States Department of Labor - Bureau of Labor Statistics – [www.bls.gov](http://www.bls.gov)**

Thinking about changing jobs or career fields? This government-sponsored site, updated every two years, lists hundreds of jobs along with information on the training and education needed, earnings, expected job prospects, what workers do on the job and working conditions. A printed version is published by a private company, [www.bernan.com](http://www.bernan.com), in hard cover or paperback, and is available at many libraries.

Bureau of Labor Statistics. U.S. Department of Labor. 2014-2015 *Occupational Outlook Handbook*. 28 May 2014. <http://www.bls.gov/ooh/>

## **Job Search Strategy and General Advice**

- **6 Figure Jobs – <https://www.6figurejobs.com/>**

A free membership site for job leads for prescreened “senior level and executive professionals.” Their blog <http://blog.6figurejobs.com/> offers quality articles and an extensive archive with posts from April 2007 to current.

- **Absolutely Abby – <http://www.absolutelyabby.com/>**

A mix of good articles by Abby Kohut, a professional recruiter, popular speaker and writer, who focuses on job search topics. The site also features her products and services which include books, teleseminars and private sessions. Some interesting articles with knowledgeable practical advice, but no index so you have to wander around a bit. One example of a book by Abby being sold on the website: Absolutely Abby's 101 Job Search Secrets.

- **AARP – [www.aarp.org/work/](http://www.aarp.org/work/)**

Of course, their information is geared to the Baby Boomer audience but most of it is useful to anyone.

- **Berman Larson Kane** – [www.jobsbl.com](http://www.jobsbl.com)  
Check out this employment agency's newsletter and blog and interview advice articles (under the Job Seekers tab).
- **CareerBliss.com** – [www.careerbliss.com](http://www.careerbliss.com)  
The CareerBliss.com online community helps you to find happiness at work. It has an assessment that identifies what's important to you. It also has company reviews and salary information provided by actual employees as well as job postings and career advice.
- **Get Interviews.com** – <http://www.getinterviews.com/>  
Under the Articles tab, there is a long list of articles. Most of them are short and don't go into too much depth.
- **Jibber Jobber** – [www.jibberjobber.com](http://www.jibberjobber.com)  
Jibber Jobber is a career management site that helps you to organize and manage your job search by tracking jobs you apply for, personal contacts and target companies. The basic service is free, but requires signing up. Upgrades are available and you can switch between the free and upgraded service without losing any data. Comments about various websites are particularly helpful.
- **Quintessential Careers** – [www.quintcareers.com](http://www.quintcareers.com)  
Quintessential Careers "empowering job seekers since 1996" provides a range of career tools, job hunting tools, job leads and articles for students, job seekers, career changers and others.
- **Social Jobs Partnership** – <http://www.facebook.com/socialjobs>  
The result of a partnership between Facebook, government and nonprofit employment-related groups, the Social Jobs Partnership links job seekers to information on job training and job openings in their geographic area using social networks. It will also help users to see how the skills they learned in their previous positions can be relevant in other lines of work.
- **The Career News** – [www.thecareernews.com](http://www.thecareernews.com)  
A weekly newsletter dedicated to tips and tools for a job search. Each issue is a combination of helpful articles and ads for their products. It is easy to scan for articles of interest, though, as the listing of past issues includes all the articles.
- **The Doostang blog** – <http://www.doostang.com/>  
Doostang is a paid membership site that provides networking and job leads but there are some good articles available to non-members. Scroll about three-quarters of the way down and look at any of the categories in the row that begins with "Job Search Tips" and "Career Advice" in small caps.  
<http://blog.doostang.com/>
- **TheLadders** – <http://www.theladders.com/>  
TheLadders is a paid service that helps people looking for \$100K+ jobs. The Career Advice section – available to non-members – has good articles which tend to be a little more advanced or sophisticated than those on some of the other sites. <http://www.theladders.com/career-advice>
- **Tim's Strategy** – [www.timsstrategy.com](http://www.timsstrategy.com)  
Lots of tools and templates to support your job search that you can download for free, plus a well-indexed list of posts by Tim Tyrell-Smith and guest bloggers on various job search and career-related topics.

- **Weddle's** – [www.weddles.com](http://www.weddles.com)  
Check out the "Job Seekers" tab at the top of the home page. Resources for job seekers on this website include free job alerts, webinars, newsletters and career evaluation – as well as books for sale.
  
- **Articles**
  - "22 Secrets HR Won't Tell You About Getting a Job." [Care2.com](http://www.care2.com). 21 March 2011. Care2.com. 21 Jan. 2014. <http://www.care2.com/news/member/163705039/2754353>  
Be prepared for some hard-hitting but controversial comments.
  
  - Aquino, Judith. "Headhunters Reveal 11 Ways to Ruin Your Chances Of Getting A Job." 22 June 2011. [BusinessInsider.com](http://www.businessinsider.com). 21 Jan. 2014. <http://www.businessinsider.com/headhunters-reveal-11-ways-to-ruin-your-chances-of-getting-a-job-2011-6>
  
  - Augustine, Amanda. "7 Apps to Increase Career and Job Search Success." [TheLadders.com](http://www.theladders.com). 17 Sep. 2013. TheLadders.com. 23 Mar. 2014. [http://info.theladders.com/your-job-search/7-apps-for-managing-your-career-and-job-search?et\\_id=3780628998](http://info.theladders.com/your-job-search/7-apps-for-managing-your-career-and-job-search?et_id=3780628998)
  
  - Augustine, Amanda. "Optimize Your Job Search for the New Age in Recruiting." [TheLadders.com](http://www.theladders.com). 18 Mar. 2014. TheLadders.com. 23 Mar. 2014. [http://info.theladders.com/your-job-search/optimize-job-hunt-for-mobile-recruiting?et\\_id=4155964558](http://info.theladders.com/your-job-search/optimize-job-hunt-for-mobile-recruiting?et_id=4155964558)  
Contains some pitches for mobile applications by The Ladders, but also good tips for job-searching in an increasingly digital age.
  
  - Cendella, Marc. "Job Search 102, Expensive Articles we Wrote for Professionals Like You." [TheLadders.com](http://www.theladders.com). TheLadders.com. 29 Jan 2014. <http://www.theladders.com/career-newsletters/job-search-102-expensive-articles-we-wrote-for-professionals-like-you>  
A collection of 49 articles on resumes and job search.
  
  - Chapman, Jack. "Salary Negotiation Tips: Going for the Max." [TheLadders.com](http://www.theladders.com). 17 Jan. 2012. TheLadders.com. 21 Jan. 2014. <http://www.theladders.com/career-advice/salary-negotiation-tips-going-for-the-max>
  
  - Chapman, Jack. "Salary Negotiation Tips: Playing it Straight." [TheLadders.com](http://www.theladders.com). TheLadders.com. 23 Mar. 2014. <http://www.theladders.com/career-advice/salary-negotiation-tips-playing-it-straight>
  
  - Chapman, Jack. "Salary Negotiation Tips: Thou Shalt Not Worry About Earthly Economy." [TheLadders.com](http://www.theladders.com). 21 March 2011. TheLadders.com. 21 Jan. 2014. <http://www.theladders.com/career-advice/salary-negotiation-tips-thou-shalt-not-worry-about-earthly-economy>
  
  - Dugan, Heather. "8 Reasons You Should Turn Down That Job Offer." [Salary.com](http://www.salary.com). Salary.com. 1 Mar. 2014. <http://www.salary.com/8-good-reasons-to-reject-a-job-offer/>
  
  - Eggers, Kelly. "The 10 Worst Mistakes of First-Time Job Hunters" [FINS.com](http://www.fins.com). 11 Oct. 2011. Dow Jones & Co., Inc. 22 Jan. 2014. [http://www.fins.com/Finance/Articles/SBB0001424052970204226204576601420036627098/The-10-Worst-Mistakes-of-First-Time-Job-Hunters?reflink=djm\\_emailfinhouse\\_nov0111\\_wsjpg](http://www.fins.com/Finance/Articles/SBB0001424052970204226204576601420036627098/The-10-Worst-Mistakes-of-First-Time-Job-Hunters?reflink=djm_emailfinhouse_nov0111_wsjpg)
  
  - Emmanuel, Bobby. "Branding Yourself in Mid Life." [Internsoverforty.com](http://www.internsoverforty.com). 24 Feb. 2012. Internsoverforty.com. 23 Mar. 2014. <http://internsoverforty.com/2012/02/24/branding-yourself-in-mid-life/?qoback>

"Finding a Job Is a Job: Job Search Strategy for 50+ Workers." AARP.org. Jan. 2012. AARP. 22 Jan. 2014. [http://www.aarp.org/work/job-hunting/info-07-2008/finding\\_job\\_is\\_job.html/?cmp=NLC-EDO-MEM-020712-JOBS-EM1-WC&link=text1](http://www.aarp.org/work/job-hunting/info-07-2008/finding_job_is_job.html/?cmp=NLC-EDO-MEM-020712-JOBS-EM1-WC&link=text1)

Francis, Derek. "Super Saver – Writing off your job search could ease your tax burden." wzzm13.com. 17 Feb. 2011. wzzm13.com. 22 Jan. 2014. <http://www.wzzm13.com/news/article/153874/14/Super-Saver--Writing-off-your-job-search>

Hansen, Randall. "Job-Hunting in Times of Uncertainty: Five Overlooked Strategies to Help Make Your Job Search More Productive – and Successful." Quintessential Careers. Quintessential Careers. 21 Jan. 2014. [http://www.quintcareers.com/job-search\\_strategies.html](http://www.quintcareers.com/job-search_strategies.html)

"How to Set Yourself Apart in a Job Fair." Doostang.com. 4 April 2013. Doostang.com. 21 Jan. 2014. <http://blog.doostang.com/doostang-news-how-to-set-yourself-apart-in-a-job-fair/>

"Job-Hunt Tips from the Depression Era." Jobsbl.com. Sept. 2011. Berman Larson Kane, Inc. 22 Jan. 2014. <http://jobsbl.com/career-report-september-2011-issue-139/>

Mantell, Ruth. "No Market for Lazy Job Seekers." WSJ.com. 21 Aug. 2011. Dow Jones & Co., Inc. 22 Jan. 2014. <http://online.wsj.com/news/articles/SB10001424053111903639404576521032104170982>

Matts, Janet B. "Coaching During the Transitioning Fifties: When the Traditional Employment Contract Has Been Broken or Work as We Have Known it Doesn't Work Anymore." JanetMatts.com. 2008. JanetMatts.com. 23 Mar. 2014. [http://www.janetmatts.com/pdf/janetmatts\\_transitioningfifties.pdf](http://www.janetmatts.com/pdf/janetmatts_transitioningfifties.pdf)

Miller, Lee. "When Unemployed for a Long Time, Consider a New Approach." NJ.com. 1 Jul. 2012. NJ.com. 23 Mar. 2014. [http://www.nj.com/business/index.ssf/2012/07/miller\\_when\\_unemployed\\_for\\_a\\_l.html](http://www.nj.com/business/index.ssf/2012/07/miller_when_unemployed_for_a_l.html)

Miller, Marc. "Paying it Forward to Establish Your Personal Brand." Personalbrandingblog.com. 7 Jul. 2013. Personalbrandingblog.com. 23 Mar. 2014. <http://www.personalbrandingblog.com/paying-it-forward-to-establish-your-personal-brand/>

Montez, Jennifer. "9 Reasons You Didn't Get The Job." Newgradlife.blogspot.com. 22 Mar. 2013. New Grad Life. 22 Jan. 2014. <http://newgradlife.blogspot.com/2011/04/9-reasons-you-didnt-get-job.html>

Moore, Brian. "App-plied wisdom: Smartphone programs for job seekers proliferate." New York Post. 7 Feb. 2011 New York Post. 22 Jan. 2014. [http://www.nypost.com/p/news/business/jobs/app\\_plied\\_wisdom\\_S5X6IILL0B9UN25IAEN74J](http://www.nypost.com/p/news/business/jobs/app_plied_wisdom_S5X6IILL0B9UN25IAEN74J)

Purdy, Charles. "The Monster 11 for 2011: Career Experts Who Can Help Your Job Search." Monster.com. 22 Dec. 2010. Monster.com. 22 Jan. 2014. <http://monster.typepad.com/monsterblog/2010/12/monster-11-for-2011.html>

Rapple, Rebecca. "Is Perspective Killing Your Job Search?" Personalbrandingblog.com. 17 Jun. 2012. Personalbrandingblog.com. 23 Mar. 2014. <http://www.personalbrandingblog.com/is-perspective-killing-your-job-search/>

Rasmussen, Dawn. "The Job Search Plan: The Most Important Tool Ever in Your Arsenal." TalentZoo.com. 21 Jan. 2014. [http://www.talentzoo.com/beneath-the-brand/blog\\_news.php?articleID=2763](http://www.talentzoo.com/beneath-the-brand/blog_news.php?articleID=2763)



Ryan, Liz. "7 Ways Job-Seekers Sabotage Themselves." Kiplinger.com. Aug. 2011. The Kiplinger Washington Editors, Inc. 22 Jan. 2014. <http://www.kiplinger.com/slideshow/7-ways-jobseekers-sabotage-themselves/1.html#top>

Saia, Rick. "5 Tax Deduction Tips for Job Seekers." The Pongo Blog. 3 Feb. 2011. The Pongo Blog. 22 Jan. 2014. <http://www.pongoresume.com/blogPosts/673/5-tax-deduction-tips-for-job-seekers.cfm?CFID=12886659&CFTOKEN=58ac0279063012b5-119E3ADB-5056-8D3D-6649350F2596C9FF&jsessionid=48301b0c286d6f4e73e04f7e764367194268>

Schwartz, Nelson D. "In Hiring, a Friend in Need is a Prospect, Indeed." NYTimes.com. 27 Jan 2013. NYTimes.com. 10 Dec 2013. [http://www.nytimes.com/2013/01/28/business/employers-increasingly-rely-on-internal-referrals-in-hiring.html?\\_r=1&](http://www.nytimes.com/2013/01/28/business/employers-increasingly-rely-on-internal-referrals-in-hiring.html?_r=1&)

Shinder, Debra. "Top job hunting apps to help you find employment." TechRepublic.com. 14 Sept. 2011. CBS Interactive. 22 Jan. 2014. <http://www.techrepublic.com/blog/smartphones/top-job-hunting-apps-to-help-you-find-employment/3535?tag=nl.e101>

Sumser, John. "Why You'll Never Get a Job by Searching For One." Glassdoor.com. 18 May. 2012. Glassdoor.com. 30 Jan 2014. <http://www.glassdoor.com/blog/youll-job-searching>

Sundheim, Ken. "Key Salary Negotiation Tips." Personalbrandingblog.com. 7 Jul. 2013. Personalbrandingblog.com. 23 Mar. 2014. <http://www.personalbrandingblog.com/key-salary-negotiation-tips/>

Sweidan, Donna. "Become Your Own Job Creator in 10 Simple Steps." Jobmob.co.il. 13 Sep. 2013. Jobmob.co.il. 23 Mar. 2014. <https://jobmob.co.il/blog/job-creator-for-yourself/>

Tintle, Paige. "Building a Job Search Strategy to Meet Your Needs." TheLadders.com. 15 Jan. 2013. TheLadders.com. 27 Jan 2014. <http://info.theladders.com/blog/bid/169390/building-a-job-search-strategy-to-meet-your-needs>

#### - **Books**

Adler, Lou. Hire With Your Head: Using Performance-Based Hiring to Build Great Teams. John Wiley & Sons Inc., 2007.

Although written to guide hiring managers and Human Resources professionals in candidate screening and selection, this can help job seekers in planning their job search and preparing for interviews.

Boyd, John. The Illustrated Guide to Selling You. Bookwise Publishing, 2011.  
Helps job seekers find rewarding work with illustrations for every concept.

Herman, Roger and Joyce Gioia with Andrew Perry. How to Choose Your Next Employer. Oak Hill Publishing Co., 2000.

This book addresses how to assess "job fit."

Lucht, John. Rites of Passage at \$100,000 to \$1 Million+: Your Insider's Lifetime Guide to Executive Job-Changing and Faster Career Progress in the 21st Century. Viceroy Press, 2001, 2nd Edition.

A well-known classic bestseller guide to executive job search by John Lucht, an executive recruiter.

Kennedy, Mary A. Finding The Right Job: A Step-By-Step Approach. MLG & Associates, 2012.

Focuses on discovering one's passion and seeking out the job you "were meant to do" vs. just landing

a job that will only last until the next layoff.

Vega, Lizandra. The Image of Success: Make a Great Impression and Land the Job You Want. AMACOM, 2010.

Recruiting firm executive Lizandra Vega helps job seekers understand the importance of image projection for landing the jobs they want.

Whitcomb, Susan Britton, Chandlee Bryan and Deb Dib. The Twitter Job Search Guide: Find a Job and Advance Your Career in Just 15 Minutes a Day. Jist Works, 2010.

Explains how a small daily investment of time using Twitter can energize job searches and help advance careers.

Yate, Martin. Knock 'em Dead 2014: The Ultimate Job Search Guide. Adams Media, 2013.

In this classic annually updated guide, Martin Yate contributes his expertise on every aspect of the job search including information on crafting resumes, effective use of social networks, and interview skills.

The Directory of Executive & Professional Recruiters 2011-2012. Kennedy Information, 2010.

Published since 1971 and known as "The Red Book", this guide is the classic resource for researching both retained and contingency recruiters. It is available in print and electronic versions at <http://recruiterredbook.com/>. (The print version was last updated in 2010; the electronic version is current). Many libraries have this publication – in print or electronic versions.

#### - Radio

"Your Career is Calling" radio program from Rider University on 107.7 FM on Sundays from 8:00 to 9:00 AM and rebroadcast on Thursdays at 9 PM. The program is hosted by Frank Kovacs and Wanda Ellett who offer tips on job search, networking, interviewing, etc. Program is broadcast live at [www.1077TheBronc.com](http://www.1077TheBronc.com). Podcasts can be found at [http://comm.rider.edu/thebronc/?page\\_id=356](http://comm.rider.edu/thebronc/?page_id=356).

## Overcoming "Overqualified" Concerns

#### - Articles

Green, Allison. "Why Employers Don't Want to Hire Overqualified Candidates." Money.usnews.com. 31 Jul. 2013. Money.usnews.com. 23 Mar. 2014. <http://money.usnews.com/money/blogs/outside-voices-careers/2013/07/31/why-employers-dont-want-to-hire-overqualified-candidates>

Halpern, Megan. "How to Apply for a Job You're Overqualified For." Themuse.com. 7 Nov. 2013. Themuse.com. 23 Mar. 2014. <http://www.themuse.com/advice/how-to-apply-for-a-job-youre-overqualified-for>

Parris, Jennifer. "What to Do When You're Overqualified for a Job." Mashable.com. 29 Jun. 2013. Mashable.com. 23 Mar. 2014. <http://mashable.com/2013/06/29/overqualified/>

Ricker, Susan. "What Does it Take to be Considered Overqualified?" Careerbuilder.com. 26 Feb. 2013. Careerbuilder.com. 23 Mar. 2014. <http://www.careerbuilder.com/Article/CB-3283-Job-Search-Strategies-What-does-it-take-to-be-considered-overqualified/>

Tavello, Brittney. "Turn Overqualified Into Perfectly Qualified." Thejobscholar.com. 21 Oct. 2013. Thejobscholar.com. 1 Mar. 2014. <http://thejobscholar.com/turn-overqualified-perfectly-qualified/>

Ryan, Robin. "How to Handle 'You're Overqualified' in Interviews." TheLadders.com. TheLadders.com. 23 Mar. 2014. <http://www.theladders.com/career-advice/how-to-handle-youre-overqualified-interviews>

White, Martha C. "5 Signs You're Overqualified For Your Job." Business.time.com. 10 Feb. 2014. Business.time.com. 23 Mar. 2014. <http://business.time.com/2014/02/10/5-signs-youre-overqualified-for-your-job/>

#### - Books

Falcone, Lucille. Overcoming the Overqualified Myth. Amazon Digital Services, 2011. This e-book helps readers understand the importance, especially in the current competitive job market, of overcoming the perception that the candidate is overqualified.

## **Staying Motivated**

#### - Articles

Bauer, Chad. "7 Ways to Stay Motivated During Your Job Search." Newgradlife.blogspot.com. New Grad Life. 22 Jan. 2014. <http://newgradlife.blogspot.com/2010/03/7-ways-to-boost-your-job-search.html>

Donston-Miller, Debra. "Staying Healthy Through Troubled Times." TheLadders.com. TheLadders.com. 24 Jan. 2014. <http://www.theladders.com/career-advice/advice-mental-health-expert-cope-job-search>

Donston-Miller, Debra. "Stop Job Loss from Stealing Your Identity." TheLadders.com. TheLadders.com. 24 Jan. 2014. <http://www.theladders.com/career-advice/stop-job-loss-from-stealing-confidence-identity>

Donston-Miller, Debra. "Your Layoff, Your Brain: How to Get Out of Your Own Way." TheLadders.com. TheLadders.com. 27 Jan. 2014. <http://www.theladders.com/career-advice/your-layoff-your-brain-how-to-get-out-of-own-way>

Fugazzie, John. "'Many Thanks': How to Deal With Rejection During Your Job Search." Jobs.aol.com. 18 Mar. 2014. Jobs.aol.com. 23 Mar. 2014. <http://jobs.aol.com/articles/2014/03/18/dealing-with-job-rejection/>

Marcus, Sander. "A Dozen Tips for Staying Motivated in Your Job Search." ArticlesFactory.com. 27 April 2007. Articles Factory. 22 Jan. 2014. <http://www.articlesfactory.com/articles/careers/a-dozen-tips-for-staying-motivated-in-your-job-search.html>

Rosenberg, Phil. "10 Ways to Stay Motivated During Your Job Search." Recareered.com. 5 Nov. 2010. WPMU DEV. 22 Jan. 2014. <http://www.recareered.com/blog/2010/11/05/how-to-stay-motivated-during-your-job-search/>

Rothenberg, Matthew. "Job Search Anxiety: Warning Signs." TheLadders.com. TheLadders.com. 22 Jan. 2014. <http://www.theladders.com/career-advice/job-search-anxiety-warning-signs>

Smith, Melinda and Robert Segal. "Job Loss and Unemployment Stress – Tips for Staying Positive During Your Job Search." Helpguide.org. January 2014. Helpguide. 22 Jan. 2014. [http://www.helpguide.org/life/unemployment\\_job\\_loss\\_stress\\_coping\\_tips.htm](http://www.helpguide.org/life/unemployment_job_loss_stress_coping_tips.htm)  
There are some excellent links listed at the very bottom of the article.

“Staying Motivated and Organizing Your Day During an Extended Job Search.” [Jobsbl.com](http://jobsbl.com). 9 June 2009. Berman Larson Kane. 21 Jan. 2014. <http://jobsbl.com/staying-motivated-and-organizing-your-day-during-an-extended-job-search/>

“The Emotional Aftereffects of Job Loss.” Coping with Unwanted Change. The National Association of State Treasurers Foundation. 22 Jan. 2014. <http://www.unwantedchange.org/Templates/uc/Content.aspx?id=876>

Titus-Hall, Peggy. “Grieving Over Job Loss...it’s Allowed and It’s Necessary.” [ArticlesBase.com](http://www.articlesbase.com). 17 Dec. 2008. <http://www.articlesbase.com/careers-articles/grieving-over-job-lossits-allowed-and-its-necessary-688447.html>

#### - Books

Spencer, Johnson. Who Moved My Cheese?: An Amazing Way to Deal with Change in Your Work and in Your Life. G.P. Putnam’s Sons, 1998.

People either love this classic or hate it – read reviews or check it out in a library before you buy it.

Stearns, Ann Kaiser. Living Through Job Loss: Coping with the Emotional Effects of Job Loss and Rebuilding Your Future. Fireside, 1995.

## Networking

#### - Quintessential Careers – [www.quintcareers.com](http://www.quintcareers.com)

Hansen, Randall. “Networking Your Way to a New Job.” [Quintessential Careers.com](http://www.quintcareers.com). Quintessential Careers. 22 Jan. 2014. [http://www.quintcareers.com/networking\\_guide.html](http://www.quintcareers.com/networking_guide.html)

#### - Susan RoAne.com – [www.susanroane.com](http://www.susanroane.com)

Focuses on information about effective networking.

See also, RoAne, Susan. “Job Search Strategies In A Down Economy.” [EzineArticles.com](http://ezinearticles.com). SparkNET. 6 Feb. 2014. <http://ezinearticles.com/?Job-Search-Strategies-in-a-Down-Economy&id=2589726>

#### - Money-zine.com – [www.money-zine.com](http://www.money-zine.com)

“Finding a Job through Networking.” [Money-zine.com](http://www.money-zine.com). Money-zine.com. 6 Feb. 2014. <http://www.money-zine.com/Career-Development/Finding-a-Job/Job-Search-Networking/>

#### - Job-Hunt.org – [www.job-hunt.org](http://www.job-hunt.org)

Site has a lot of general information. Scroll down and look for the “Directory of Local Networking and Job Search Support Groups” which lists networking groups by state.

#### - Books

Ferrazzi, Keith with Tahl Raz. Never Eat Alone: And Other Secrets to Success, One Relationship at a Time. Crown Business, 2005.

Fisher, Donna and Sandy Vilas. Power Networking: 59 Secrets for Personal & Professional Success. Bard Press, 2000.

Nierenberg, Andrea R. Nonstop Networking: How to Improve Your Life, Luck and Career. Capital Books, 2002.

Nierenberg, Andrea R. Networking for College Students (and Recent Graduates): Nonstop Business Networking That Will Change Your Life. Pearson Learning Solutions, 2010.

- **Articles**

Barnett, Bill. "Lessons from Successful Networkers." HBR.org. 12 Dec. 2011. Harvard Business Publishing. 6 Feb. 2014. [http://blogs.hbr.org/cs/2011/12/lessons\\_from\\_successful\\_networkers.html](http://blogs.hbr.org/cs/2011/12/lessons_from_successful_networkers.html).

Freund, Alex. "The Landing Expert List." LandingExpert.com. Landing Expert Career Coaching. 6 Feb. 2014. <http://www.landingexpert.com/ec/210/NetworkingEvents.pdf>  
Billed as the most up-to-date list of job search networking events in NJ, PA, CT and NYC. It is a mixture of free events that are open to the public and members-only events.

Latman, Marty. "Networking 101." Jp-hatfield.com. 15 April 2011. Jp-hatfield.com. 6 Feb. 2014. <http://jp-hatfield.blogspot.com/2011/04/networking-101.html>.

- **Recording (mp3)**

Kohut, Abby and Jody Koutros. "Developing Strong Relationships with Headhunters." Staffing Symphony LLC. This recording of a one-hour teleseminar is available online at: <http://cart.staffingsymphony.com/Developing-Strong-Relationships-with-Headhunters-Tele-Seminar.html>.

## **Your 30-Second Commercial**

- **Articles**

Cenedella, Mark. "How Not To Embarrass Yourself When Doing Your Elevator Pitch." Business Insider. 17 Aug. 2010. Business Insider, Inc. 7 Feb. 2014. <http://www.businessinsider.com/how-not-to-embarrass-yourself-doing-the-elevator-pitch-2010-8>.

Hansen, Katharine. "The Elevator Speech is the Swiss Army Knife of Job-Search Tools." Quintessential Careers.com. Quintessential Careers. 6 Feb. 2014. [http://www.quintcareers.com/jobsearch\\_elevator\\_speech.html](http://www.quintcareers.com/jobsearch_elevator_speech.html).  
Explanation, background and concepts are good but the examples lack creativity.

Klappholz, Andrew. "Making Your Pitch Perfect." TheLadders.com. 17 Jan. 2012. TheLadders.com. 7 Feb. 2014. <http://www.theladders.com/career-advice/making-your-elevator-pitch-perfect>.

Streetman, Jennifer. "Job Hunting – Using Your 30 Second Commercial to Find a Job." Ezine Articles.com. Ezine Articles. 7 Feb. 2014. <http://ezinearticles.com/?Job-Hunting---Using-Your-30-Second-Commercial-to-Find-a-Job&id=1861512>.

The examples are a good place to start.

- **Video**

"What Are You Looking For?" TimsStrategy.com. 10 January 2011. Tim's Strategy. 7 Feb. 2014. <http://timsstrategy.com/new-must-see-video-what-are-you-looking-for/>.

## Social Networking / Social Media

### - Articles

Brandt, Andrew. "The Job Seeker's Guide to Online Networking and Using LinkedIn." Careercoachint.com. 21 Aug. 2010. Careercoachint.com. 23 Mar. 2014. <http://careercoachint.com/media/library/JobSeekingandlinkedin08-21-10.pdf>

Collins, Alan. "A Little-Known, But HUGE Mistake Most HR Job Seekers Make on LinkedIn — And How To Correct It!" Success in HR. Success in HR. 5 Dec 2013. <http://successinhr.com/a-little-known-but-huge-mistake-most-hr-job-seekers-make-on-linkedin>

Freeman, Kate. "4 Mobile Apps to Simplify Your Job Search." Mashable.com. 31 Aug. 2012. Mashable.com. 28 Jan. 2014. <http://mashable.com/2012/08/31/job-search-apps/>

Estrellado, Steve R. "10 Easy Steps to Increase Your LinkedIn Visibility." Business.rutgers.edu. Business.rutgers.edu. 23 Mar. 2014. <http://www.business.rutgers.edu/news/10-easy-steps-increase-your-linkedin-visibility>

### - Time

Kiviat, Barbara. "Using Twitter and Facebook to Find a Job." Time. 8 June 2009. Time Inc. 13 Feb. 2014. <http://www.time.com/time/business/article/0,8599,1903083,00.html>

### - Rachel Levy – Social Networking & Job Search

Rachel is a social media and marketing consultant who shares what she has learned about social networking through her blog. These two posts seemed particularly useful. The first article is very helpful if you are new to this arena.

Levy, Rachel. "Using Social Media for A Job Search." Rachel Levy: Digital Marketing & Social Media. 3 Feb. 2009. Rachel Levy. 13 Feb. 2014. <http://www.rachel-levy.com/using-social-media-for-a-job-search/>

Levy, Rachel. "Top 8 Tips for Automating Your Job Search." Rachel Levy: Digital Marketing & Social Media. 29 Dec. 2008. Rachel Levy. 13 Feb. 2014. <http://www.rachel-levy.com/top-8-tips-for-automating-your-job-search/>

### - LinkedIn

This is currently the premier social networking site for business professionals. Check out LinkedIn's tutorials and introductory information.

"LinkedIn Learning Webinars." LinkedIn.com. 2 Jan. 2014. LinkedIn. 13 Feb. 2014. [http://help.linkedin.com/app/answers/detail/a\\_id/530](http://help.linkedin.com/app/answers/detail/a_id/530)

"The Value of LinkedIn – LinkedIn Overview Video." LinkedIn.com. 26 Sept. 2013. LinkedIn. 13 Feb. 2014. [http://help.linkedin.com/app/answers/detail/a\\_id/45](http://help.linkedin.com/app/answers/detail/a_id/45)

### - Various Articles about LinkedIn and Twitter

Needleman, Rafe. "Newbie's guide to Twitter." CNET. 15 March 2007. CNET. 13 Feb. 2014. <http://news.cnet.com/newbies-guide-to-twitter/>

Tyrell-Smith, Tim. "Do You Accept All Invites on LinkedIn?" Timsstrategy.com. 9 Jan. 2012. Tim's Strategy. 13 Feb. 2014. <http://timsstrategy.com/blog/do-you-accept-all-invites-on-linkedin/>

Zandt, Deanna. "Why Twitter, anyways?" Deanna Zandt. 2 March 2009. Deanna Zandt. 13 Feb. 2014. <http://www.deannazandt.com/2009/03/02/why-twitter-anyways/>

## **Job Boards**

- **About.com** – [www.about.com](http://www.about.com)  
This page provides a lot of links to job listings, job boards, job banks, job search engines, etc.  
"Job Listings." About.com. About.com. 13 Feb. 2014. <http://jobsearch.about.com/od/joblistings/>
  
- **Indeed.com** – [www.indeed.com](http://www.indeed.com)  
Indeed is an aggregator of job listings from major job boards as well as hundreds of newspapers, associations and company websites. Its Advanced Job Search is also quite sophisticated.
  
- **Jibber Jobber** – [www.jibberjobber.com](http://www.jibberjobber.com)  
"Best Job Search Websites, According to PCMag.com." Jibber Jobber.com. 30 March 2009. Jibber Jobber. 13 Feb. 2014. <http://www.jibberjobber.com/blog/2009/03/30/best-job-search-websites-according-to-pcmagcom/>
  
- **Job Board Reviews** – [www.jobboardreviews.com](http://www.jobboardreviews.com)  
Not a lot of reviews, but lists a large number of job boards by category and industry.
  
- **Linkup Job Search Engine** – [www.linkup.com](http://www.linkup.com)  
Linkup is a job search engine that lists jobs taken directly from over 23,000 company websites. Since companies do not necessarily advertise all of their jobs openings on Monster or CareerBuilder, etc., this site may contain job openings that cannot easily be found elsewhere. Multiple search options can include job title or keywords, and city or zip code.
  
- **Quintessential Careers** – [www.quintcareers.com](http://www.quintcareers.com)  
Hansen, Katharine. "The Long, Slow Death March of Job Boards – and What Will Replace Them: A Quintessential Careers Annual Report 2009." Quintessential Careers. Quintessential Careers. 13 Feb. 2014. [http://www.quintcareers.com/job-board\\_death\\_march.html](http://www.quintcareers.com/job-board_death_march.html)  
  
"General Job Sites for Job-Seekers." Quintessential Careers. Quintessential Careers. 13 Feb. 2014. [http://www.quintcareers.com/general\\_job\\_sites.html](http://www.quintcareers.com/general_job_sites.html)  
  
"Top 50 Job Resources." Quintessential Careers. Quintessential Careers. 13 Feb. 2014. [http://www.quintcareers.com/top\\_50\\_sites\\_3.html](http://www.quintcareers.com/top_50_sites_3.html)  
  
"The Top 10 Other Job Web Sites for Job-Seekers." Quintessential Careers. Quintessential Careers. 13 Feb. 2014. [http://www.quintcareers.com/top\\_10\\_sites.html](http://www.quintcareers.com/top_10_sites.html)
  
- **SmartRecruiters** – [www.smartrecruiters.com](http://www.smartrecruiters.com)  
"Best 50 Niche Job Boards." SmartRecruiters.com SmartRecruiters. 13 Feb. 2014. <http://www.smartrecruiters.com/blog/best-50-niche-job-boards/>.

## - Books

Weddle, Peter. WEDDLE's Guide to Employment sites on the Internet: For Corporate and Third Party Recruiters, Job Seekers and Career Activists. WEDDLE's, 2013.  
Listing "The Top 100" and "The Best of the Rest" this resource covers more than 10,000 job search sites. This paperback costs more than \$45; free updates are available during the year on WEDDLES.com. Check your public library to see if they have a copy available.

## Resumes

Use these as starting points for your own customized, personalized resume. If you copy a resume seen here and just use it, you're missing the point. Some of these are better than others.

### - Resume-Resource – <http://www.resume-resource.com/>

Contains samples of resumes for many different positions. Some very good examples.

The following is a link to an excellent thesaurus to help you find power words and active (rather than passive) words for use when writing a resume.

"Resume PowerVerbs." Resume-Resource. Resume-Resource. 13 Feb. 2014. <http://www.resume-resource.com/resumeverbs.html>.

### - The Damn Good Resume – [www.damngood.com](http://www.damngood.com)

Resume samples, tips and information on resume writing including Q&A's as well as advice on handling difficult resume problems (<http://www.damngood.com/catalog/problems.html#anchor274858>). Click on the "Free Advice" button at the bottom to get to more questions and information.

### - Free Resume Example – <http://www.free-resume-example.com>

Resume examples are pretty basic but there is some good information there.

### - Resume Examples – <http://www.exampleresumes.org/>

Resume samples are okay (not much formatting). The tips and other information are better.

## - Articles

Doyle, Allison. "Resume Samples: Resume Examples and Templates Listed by Type, Format, Job." About.com. About.com. 13 Feb. 2014.  
<http://jobsearch.about.com/od/sampleresumes/a/sampleresume2.htm>

Eggers, Kelly. "The Ten Worst Things to Put on Your Resume." FINS.com. 16 March 2011. Dice Holdings, Inc. 13 Feb. 2014. <http://www.fins.com/Finance/Articles/SB130021278360394737/The-Ten-Worst-Things-to-Put-on-Your-Resume?Type=4>

"Getting Started With Your Resume." Career Center. Case Western Reserve University. 13 Feb. 2014.  
<http://students.case.edu/careers/students/tips/resumes/start.html>.

Levy, Matthew. "Botox for your Resume – And other Job Search Tips to Combat Ageism." CareerPotential.com. CareerPotential.com. 13 Feb. 2014. <http://careerpotential.com/career-advice/botox-for-your-resume-and-other-job-search-tips-to-combat-ageism/>

Perman, Cindy. "The Killer Resume: How to Get Hired by the Machines." CNBC.com. 22 Mar. 2012. CNBC.com. 23 Mar. 2014. <http://www.cnn.com/id/46823506>



Schnurman, Mark. "Schnurman: A targeted resume will get better results." NJ.com. 6 Feb. 2012. New Jersey On-Line LLC. 13 Feb. 2014.

[http://www.nj.com/business/index.ssf/2012/02/schnurman\\_a\\_targeted\\_rsum\\_will.html](http://www.nj.com/business/index.ssf/2012/02/schnurman_a_targeted_rsum_will.html)

Silverman, Rachel Emma. "No More Résumés, Say Some Firms." WSJ.com. 24 Jan. 2012. Dow Jones & Co., Inc. 13 Feb. 2014.

<http://online.wsj.com/article/SB10001424052970203750404577173031991814896.html>

Sumser, John. "12 Things to Leave Off Your Resume." Glassdoor.com. 6 Apr. 2012. Glassdoor.com. 30 Jan. 2014. <http://www.glassdoor.com/blog/12-leave-resume/>

Vaas, Lisa. "13 Ways Your Resume Can Say 'I'm Unprofessional'." TheLadders.com. TheLadders.com. 23 Mar. 2014. <http://www.theladders.com/career-advice/13-ways-your-resume-can-say-im-unprofessional>

Weber, Lauren. "Your Résumé vs. Oblivion." WSJ.com. 24 Jan. 2012. Dow Jones & Co., Inc. 13 Feb. 2014. <http://online.wsj.com/news/articles/SB10001424052970204624204577178941034941330>

## **Cover Letters**

Cover letters should also be customized to the job you are applying for. Do not copy something you see here.

### **– Quintessential Careers – [www.quintcareers.com](http://www.quintcareers.com)**

"Cover Letter Resources for Job-Seekers." Quintessential Careers. Quintessential Careers. 15 Feb. 2014. <http://www.quintcareers.com/covres.html>

Hansen, Katharine. "Cover Letter FAQs and the Competitive Edge in the Job Market: What Every Job-Seeker Needs to Know." Quintessential Careers. Quintessential Careers. 15 Feb. 2014. <http://www.quintcareers.com/edge.html>

### **– Amazing Cover Letters – [www.amazing-cover-letters.com](http://www.amazing-cover-letters.com)**

The main focus of this site is to sell you the author's cover letter creator (which we have not seen), but it provides some useful information and guidance:

Sweeney, Jimmy. "Top 10 Secrets of the World's Greatest Cover Letter... Attract Job Interviews Like a Magnet." Amazing Cover Letters. CareerJimmy. 15 Feb. 2014. [http://www.amazing-cover-letters.com/free\\_cover\\_letter\\_tips.pdf](http://www.amazing-cover-letters.com/free_cover_letter_tips.pdf)

Sweeney, Jimmy. "Your Cover Letter Example Checklist." Amazing Cover Letters. CareerJimmy. 15 Feb. 2014. [http://www.amazing-cover-letters.com/cover\\_letter\\_resources/cover\\_letter\\_example.htm](http://www.amazing-cover-letters.com/cover_letter_resources/cover_letter_example.htm)

This same author has nearly 50 articles, all on cover letter writing at

[http://ezinearticles.com/?expert=Jimmy\\_Sweeney](http://ezinearticles.com/?expert=Jimmy_Sweeney) – and more on his newer website: [www.CareerJimmy.com](http://www.CareerJimmy.com)

### **– Articles**

"Cover Letters - Free Samples, Examples, Templates, Formats." Job Bank USA. Job Bank USA. 15 Feb. 2014. [http://www.jobbankusa.com/resumes/cover\\_letters\\_free\\_samples/examples\\_templates\\_formats/](http://www.jobbankusa.com/resumes/cover_letters_free_samples/examples_templates_formats/)

Doyle, Alison. "How to Write a Cover Letter: Cover Letter Writing Tips and Advice." About.com. About.com. 15 Feb. 2014. <http://jobsearch.about.com/od/coverletters/a/aa030401a.htm>

"Sample Cover Letters." About.com. About.com. 15 Feb. 2014.  
[http://jobsearch.about.com/od/coverlettersamples/Sample\\_Cover\\_Letters.htm](http://jobsearch.about.com/od/coverlettersamples/Sample_Cover_Letters.htm)

Sundar, Sindhu. "The Ten Worst Things to Put in Your Cover Letter." FINS.com. 8 Aug. 2011. Dice Holdings, Inc. 15 Feb. 2014. <http://www.fins.com/Finance/Articles/SB131281414544931041/The-Ten-Worst-Things-to-Put-in-Your-Cover-Letter>

## **Interviews**

### - **About.com – [www.about.com](http://www.about.com)**

Job interview preparation tips including how to get ready for a job interview, how to take time off to interview, what to bring to a job interview and more advice on preparing for job interviews. A collection of links on the topic of job interview preparation.

"Job Interview Preparation Tips." About.com. About.com. 23 Mar. 2014.  
<http://jobsearch.about.com/od/preparation/>

### - **Quintessential Careers – [www.quintcareers.com](http://www.quintcareers.com)**

Giordano, Louise. "The Ultimate Guide to Job Interview Preparation." Quintessential Careers. Quintessential Careers. 15 Feb. 2014. [http://www.quintcareers.com/job\\_interview\\_preparation.html](http://www.quintcareers.com/job_interview_preparation.html)

### - **Articles**

Adler, Lou. "Job Seekers: 'How to Answer the Most Important Interview Question of All Time- Part 3'." LinkedIn.com. 28 Jan. 2013. LinkedIn.com. 10 Jan 2014.  
<http://www.linkedin.com/today/post/article/20130128185005-15454-job-seekers-how-to-answer-the-most-important-interview-question-of-all-time-part-3>

Batteiger, John. "How to Force Feedback Following a Job Interview." TheLadders.com. TheLadders.com. 5 Dec 2013. <http://www.theladders.com/career-advice/how-to-force-feedback-following-job-interview>

Benedict, Alesia. "Don't Let Today's Job Interview Catch You Off Guard!" Getinterviews.com. Getinterviews.com. 15 Feb. 2014. <http://www.getinterviews.com/don-t-let-today-s-job-interview-catch-you-off-guard.html>

Cassery, Meghan. "Why Are Manholes Round? The 10 Toughest Interview Questions." Forbes.com. 27 July 2011. Forbes.com LLC. 16 Feb. 2014. <http://www.forbes.com/sites/meghancassery/2011/07/27/the-10-toughest-interview-questions/>

Cenedella, Marc. "The 20 Questions You Need to Ask in a Job Interview." Cenedella.com. 25 Oct. 2011. Cenedella.com. 23 Mar. 2014. <http://www.cenedella.com/its-not-about-me-its-about-you-the-20-questions-you-need-to-ask-in-a-job-interview/>

Clarke, Laura Leigh. "How to Answer the Toughest Interview Question." Careeratraction.com. Career Attraction. 16 Feb. 2014. <http://www.careeratraction.com/how-to-answer-the-toughest-interview-question/>

Dunham, Kemba J. "Phone Interviews Can Be a Deceptively Tricky Task." WSJ.com. 2 Jun 2009. Dow Jones & Co., Inc. 5 Dec 2013. <http://online.wsj.com/news/articles/SB106426675948596500>

Hamilton, Hannah. "The 5 Best Things You Can Say in an Interview." Monster.com. Monster.com. 1 Mar. 2014. <http://www.nydailynews.com/jobs/best-job-interview-article-1.1590309>

Hering, Beth Braccio. "Recovering from a big interview mistake." CareerBuilder.com. 3 Mar. 2011. CareerBuilder.com. 16 Feb. 2014. <http://www.careerbuilder.com/Article/CB-2588-Interview-Tips-Recovering-from-a-big-interview-mistake/>

"In Interviews, Ask Enough Questions." Jobsbl.com. June 2011. Berman Larson Kane, Inc. 16 Feb. 2014. <http://jobsbl.com/career-report-june-2011-issue-136/>

"Interview Questions to Ask." About.com. About.com. 16 Feb. 2014. [http://jobsearchtech.about.com/od/gettingthejob/a/interview\\_ask.htm](http://jobsearchtech.about.com/od/gettingthejob/a/interview_ask.htm)

"The Job Interview Strategies that Get You Hired." Best-Interview-Strategies.com. Alison Kelly. 16 Feb. 2014. <http://www.best-interview-strategies.com/strategies.html>  
Covers strategies for before, during and after the interview.

Leffkowitz, Peter. "The Insider's Guide to Competitive Interviewing." Marc-Allen.com. Marc-Allen.com. 23 Mar 2014. [http://www.marc-allen.com/resources/interviewing\\_guide.pdf](http://www.marc-allen.com/resources/interviewing_guide.pdf)

Needleman, Sarah E. "The New Trouble on the Line." WSJ.com. 2 Jun 2009. Dow Jones & Co., Inc. 5 Dec 2013. <http://online.wsj.com/news/articles/SB124390348922474789>

Rosenberg, Phil. "7 Ways To Ask For The Job At Interview's End." SimplyHired.com. 16 March 2011. Simply Hired.com. 16 Feb. 2014. <http://blog.simplyhired.com/2011/03/7-ways-to-ask-for-the-job-at-interviews-end.html>

Tuner, Joe. "Acing a Job Interview After Age 50." TheLadders.com. TheLadders.com. 16 Feb. 2014. <http://www.theladders.com/career-advice/acing-job-interview-after-age-50>

Youngquist, Matt. "Acing the Phone interview: Matt & Matt Weigh In." CareerHorizons.com. 30 Sept. 2011. Matt Youngquist. 15 Feb. 2014. <http://careerhorizons.wordpress.com/2011/09/30/acing-the-phone-interview-matt-matt-weigh-in/>

#### - **Books**

Kohut, Abby. Absolutely Abby's Top 12 Interview Questions Exposed. Staffing Symphony LLC. A 5 ½ in. by 5 ½ in., 28-page book with samples of interview questions and examples of answers that will impress recruiters -- and ones that won't. Available online at: <http://cart.staffingsymphony.com/Top-12-Interview-Questions-Exposed.html>.

## **Follow-Up**

#### - **Quintessential Careers – [www.quintcareers.com](http://www.quintcareers.com)**

Bazan, Kathryn Lee. "The Art of the Follow-Up After Job Interviews." Quintessential Careers.com. Quintessential Careers. 16 Feb. 2014. [http://www.quintcareers.com/job\\_interview\\_follow-up.html](http://www.quintcareers.com/job_interview_follow-up.html)

"Free Sample Job Interview and Career Thank-You Letters for Job-Seekers." Quintessential Careers.com. Quintessential Careers. 16 Feb. 2014. [http://www.quintcareers.com/sample\\_thank-you\\_letters.html](http://www.quintcareers.com/sample_thank-you_letters.html)

- **The Damn Good Resume – [www.damngood.com](http://www.damngood.com)**

Click on the "Free Advice" button and scroll down the page.

Parker, Yana. "Follow Up Letter Guide." The Damn Good Resume.com. Yana Parker. 16 Feb. 2014. <http://damngood.com/ready/exmpl/follow-up.html>

- **Articles**

"After interviews/ thank-you letters/ follow up." Career.VT.edu. Virginia Polytechnic Institute and State University. 16 Feb. 2014. <http://www.career.vt.edu/Interviewing/AfterThanksFollowUp.html>

Dachis, Adam. "How to Follow Up on a Job Interview (Without Being Annoying)." Lifehacker.com. 26 Apr. 2012. Lifehacker.com. 23 Mar. 2014. <http://lifehacker.com/5905427/how-to-follow-up-on-a-job-interview-without-being-annoying>

Doyle, Alison. "Job Interview Follow Up Tips." Jobsearch.about.com. Jobsearch.about.com. 23 Mar. 2014. <http://jobsearch.about.com/od/interviewsnetworking/a/followuptips.htm>

Martin, Carole. "Ten Tips for the Interview Follow Up." Job Bank USA. Job Bank USA. 16 Feb. 2014. [http://www.jobbankusa.com/interviews/articles\\_tips/10\\_follow\\_up\\_rules.html](http://www.jobbankusa.com/interviews/articles_tips/10_follow_up_rules.html)

Nassief, David. "Job Interview Follow-Up: How to Follow-Up After An Interview." About.com. About.com. 16 Feb. 2014. <http://jobsearch.about.com/od/interviewsnetworking/a/intfollowup.htm>

"Post-Interview: The Power of Thank-You Letters and Follow-up Calls." Hcareers.com. Hcareers. 16 Feb. 2014. <http://www.hcareers.com/us/resourcecenter/tabid/306/articleid/222/default.aspx>

# # #