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JOB HUNTING

BOOKS are available in the library. If the book you want is checked out, the staff can reserve it and call you when it is returned to the library.

- Job hunting on the Internet* R 025.06 BOL
Bolles, Richard Nelson
- Best career and education web sites: a quick guide* R 025.06 GOR
Gordon, Rachel Singer & Wolfinger, Anne
- Jobs: strategies and search tactics to discover the best of the internet* 025.06 KRU
Krupen, Paul J.
- Cyberspace resume kit : how to make and launch a snazzy online resume* 025.06 NEM
Nemnich, Mary B. and Fred E. Jandt
- The guide to Internet job searching* 025.06 RIIL
Dikel, Margaret Riley
- So what are you going to do with that? A guide to career-changing for M.A.'s and Ph.D's* 025.06 BAS
Basalla, Susan and Maggie Debelius
- Power freaks: dealing with them in the workplace or anyplace* 650.13 WEI
Birkel., J. Damian
- The resume kit* R 650.14 BEA
Beaty, Richard H.
- 175 high-impact cover letters* 650.14 BEA
Beaty, Richard H.

<i>Career Bounce-back: the professionals 'in transition' guide to recovery and reemployment</i> Berkel, J. Daniel	650.14 BIR
<i>What Color is Your Parachute?</i> Bolles, Richard Nelson	650.14 BOL
<i>Civil service career starter</i>	650.14 CIV
<i>Ask the headhunter: reinventing the interview to win the job</i> Corcodilos, Nick A.	650.14 COR
<i>Resume writing made easy: a practical guide to resume preparation and job search</i> Coxford, Lola M.	650.14 COX
<i>Organize your job search!</i> Eisenberg, Ronni	650.14 EIS
<i>Cover letter magic</i> Enelow, Wendy S.	650.14 ENE
<i>Don't send a resume, and other contrarian rules to help land a great job</i> Fox, Jeffrey J.	650.14 FOX
<i>Success redefined: notes to a working woman</i> Giovanni, Lori	650.14 GIO
<i>If you can raise kids, you can get a good job</i> Goldman, Katherine Wyse	650.14 GOL
<i>How to write better résumés</i> Grappo, Gary Joseph and Adele Lewis	650.14 GRA
<i>Work your way around the world</i> Griffith, Susan	650.14 GRA

<i>Work it! How to get ahead, save your ass & land a job in anyeconomy</i> Heming, Alison	650.14 HEM
<i>Diary of a job search: one man's journey from unemployment to a new career</i> Johnston, Tim	650.14 JOH
<i>The essential book of interviewing: everything you need to know from both sides of the table</i> Kanter, Arnold B.	650.14 KAN
<i>Get top \$\$\$ in a job you love</i> Karlson, Bill, CPC.	650.14 KAR
<i>Marketing yourself: the ultimate job seekers guide</i> Leeds, Dorothy	650.14 LEE
<i>How to get a job and keep it</i> Morem, Susan	650.14 MOR
<i>Job hunting after 50</i> Ray, Samuel N.	650.14 RAY
<i>Career comeback: 8 steps to getting back on your feet when you're fired, laid off, or your business venture has failed—and finding more job satisfaction than ever</i> Richardson, Bradley	650.14 RIC
<i>How to survive and thrive in the world of temporary employment</i> Smith, Deborann	650.14 SMI
<i>Getting your foot in the door when you don't have a leg to stand on</i> Sullivan, Rob	650.14 SUL
<i>Vault Guide to Resumes, Cover Letters & Interviews</i> Leifman, Howard	650.142 LEI

Using the Internet to find your Dream Job

Companies are steadily recognizing the value of using the Internet to recruit employees. Why not increase your chances of nabbing the job of your dreams searching online? Searching for a job using the Internet has many advantages. Information is timely and can be updated frequently. Information is available at all hours of the day and is, for the most part, free. And this information is from all over. Contacting potential employers by e-mail eliminates "phone-tag." It is also easier to make contact to employers overseas in different time-zones.

Tips for Internet Job Searchers:

Avoid sites that charge for job searching services. There are so many that let you search for free. Find out if the site sells your resume to another search firm. Monster.com listed below in this newsletter is an example of a site that protects your contact information. Recruiters contact you through a generic e-mail address, which is in turn routed to your own. Before going to an interview, visit the employer's Web site to learn about the company.

Here is a list of Web resources for Job searchers in their respective categories:

Internet Job Searching Tutorials

Index of the Web Job Hunting Resources

<http://www.indexoftheweb.com/Employment.htm>

This resource provides links to numerous websites related to job hunting, and additional pages related to resumes are also organized here.

The Riley Guide to Job Hunting

<http://www.rileyguide.com>

This resource is created by Margaret Dikel (né Riley), who happens to be a librarian. She includes links to job posting sites for nearly every profession, with guides and tips in a clean, easy loading, no-frills layout.

CareerJournal

<http://www.careerjournal.com/>

Current career and job information, plus thousands of searchable listings of executive, management, and professional positions. Content from the *Wall Street Journal*. Major sections include: *Salary and Hiring Info* - detailed data; *Career Columnists* - current articles concerning employment and work force issues; *Find a Job* - searchable listings of management jobs in every industry, with emphasis on positions in general management, sales, marketing, finance and technology (updated weekly); and *Job Hunting Advice*.

Classified Ads Online

CareerBuilder

<http://www.careerbuilder.com>

Search for classified ads from several newspapers across the country. Ads are updated daily and there is no charge or registration required to access the information on this site.

General Job Database

Monster.com

<http://www.monster.com>

In addition to offering a large database of postings, this site offers tutorials on how to write resumes and prepare for interviews. You can select job criteria by selecting "agents" that conduct searches weekly to find openings that match your criteria and then e-mails you with the results.

Researching Companies and Careers

Vault.com

<http://www.vault.com>

Use the "Insider Research" link at this site to find out all the regular statistical background information on a potential employer such as company CEO, number of employees, income, offices and locations. Dig a little deeper and you'll also find other details such as the company dress code, interview process and lawsuits concerning a particular employer's profile. Get additional insider tips by posing questions on the message boards.

For Freelance Jobs

Emoonlighter.com

<http://www.emoonlighter.com>

Companies add their offerings here and freelancers can browse for jobs. To view jobs, freelancers must set up a profile, a kind of online resume that potential employers can search. Registration is free, and the kinds of jobs available are IT, creative, business, and office work.

Resume Writing Help

Index of the Web Resume Resources

http://www.indexoftheweb.com/Employment/Sample_Resumes.htm

http://www.indexoftheweb.com/Employment/Resume_Services.htm

The links here take you to sites that provide sample resumes and related services on the Web.

Rebecca Smith's e-Resumes and Resources

<http://www.eresumes.com>

Need help submitting your resume online or step-by-step instructions on how to properly format text for e-mail or HTML resumes? You'll find it here with links to resume banks, too.

Resumania

<http://www.resumania.com>

Learn some resume tips while you chuckle at some documented resume don'ts (i.e., "Here are my qualifications for you to overlook.")

There are two popular ways to promote your resume online:

- *Via e-mail* : Filling out a form on the Web which enters your resume to a database for prospective employers to search.
- *Via a Web page*: Find step-by-step instructions on how to set up plain text versions of each method at http://www.eresumes.com/tut_eresume.html

What to consider before sending a resume electronically:

1. Rather than sending resumes to recruiters as an attachment, paste the text into the body of an e-mail message. Often your attachment will remain unopened if the receiver does not have a compatible program or is wary of computer viruses.
2. Use the subject line of the message to catch a recruiter's attention. You will need to create a short description of your skills that sets you apart from dozens and even hundreds of other e-mails.
3. Eliminate bolding, italics and highlighted type since these forms of type are often lost or rejected when sent to a company's database when it scans for key words.
4. Use ASCII or plain text. ASCII (pronounced ask-ee) stands for American Standard Code for Information Interchange; it is the basis of character sets used in almost all present-day computers. Examples of common programs that create plain text files are Microsoft's Notepad or Apple Macintosh's SimpleText.
5. Pick keywords and terminology used in your industry. Using the lingo of your industry helps a recruiter or database scanner to locate your resume.

Updated from San Antonio Public Library, Electronic Resources Newsletter #15, May 1, 2000. Electronic Resources Department, San Antonio Public Library, <http://www.sat.lib.tx.us>.

Popular Websites for Resume Posting and Career Advice:

Yahoo Careers	http://careers.yahoo.com
Career Builder	http://www.careerbuilder.com/
Employment Guide	http://www.employmentguide.com/
10 Minute Resume	http://www.10minuteresume.com
Local Resources:	
Nashville Joblinks	http://www.nashvillehasjobs.com/
The Tennessean	http://tennessean.gannettonline.com/careerbuilder/index.html
State of Tennessee	http://www.tennesseeanytime.org/government/employment.html
City of Franklin	http://www.franklin-gov.com/jobopenings.aspx
City of Brentwood	http://www.brentwood-tn.org
Williamson County	http://www.williamson-tn.org/williamson/live/employment.asp
Metropolitan Government & Davidson County Jobs	http://www.nashville.gov/hr_benefits/jobs/index.htm
Nashville Public Library Employment Links	http://www.library.nashville.org/Links/Recommended/Careers.html#Careers