

Writing

Books

Subject Headings: **Resumes (Employment)
Cover Letters**

Employment References

Call Numbers: **650.1__**; **658.05**;
610.__ for medical fields

Fry, Ronald W. *101 great resumes*. Boston, MA:
Course Technology/Cengage Learning.

650.14 FRY

Levinson, Jay Conrad. *Guerrilla marketing for job hunters 2.0*. Hoboken, N.J.: John Wiley & Sons.

650.05 LEV

Salvador, Evelyn U. *Step-by-step resumes*. Indianapolis, IN: JIST Works.

650.14 SAL

Yate, Martin John. *Knock'em dead cover letters*.
Avon, Mass: Adams Media.

650.14 YAT

Tips from the Experts

- **Use bullet points not paragraphs.** *The complete idiot's guide to the perfect resume.*
- **Do NOT lie.** *Adams resume almanac.*
- **Write about achievements.** *The complete idiot's guide to the perfect resume.*
- **Always mail a cover letter with your resume.** *Adams resume almanac.*
- **List references who have direct knowledge of your job performance.** *Resumes for dummies.*



Other Great Resources

Databases

Search for articles for tips and expert recommendations:

**Gale Reference Center Gold
Newsbank
National Newspapers Five
Reference USA**

Job Counseling

Deerfield Public Library

1st Tuesdays of the Month with Roberta Glick from the JVC offers free 1/2 hour sessions. Please register in advance.

Jewish Vocational Center (JVC)

www.jvschicago.org

5150 Golf Rd., Skokie, IL 60077
847.568.5150

Career Planning Center

300 Revere Drive, Northbrook, IL 60062
847.412.4300

Job Center of Lake County Illinois

www.lakecountyjobcenter.com

800 Lancer Lane, Grayslake 60030
847.543.7400

1 North Genesee St., Waukegan 60085

847.377.3450

TTY/TDD 847.978.9008

Reference Librarian

There is so much great information out there! Please ask us for more information because it is what we love to do!



Deerfield Public Library

920 Waukegan Road
Deerfield, IL 60015
Phone: 847.945.3311

reference@deerfieldlibrary.org

Job Hunting:

Writing and Interviewing

Resume Curriculum Vitae Cover Letter References Interview



Interviewing

Books

Subject Headings: **Employment Interviewing**

Call Numbers: **650.14; 331.7; 658.____**

Allen, Jeffrey G. *Instant interviews*. Hoboken, N.J.:

John Wiley & Sons.

650.14 ALL

Hansen, Katharine. *Tell me about yourself*. Indian-

apolis, IN: JIST Works.

650.14 HAN

Kennedy, Joyce Lain. *Job interviews for dummies*.

Hoboken, N.J.: John Wiley & Sons.

650.14 KEN

Reeves, Ellen Gordon. *Can I wear my nose ring to the interview?*. New York: Workman.

650.14 REE

Tips from the Experts

- **Ask good questions.**

Sell yourself in any interview.

- **Remain positive.**

Job interviews for dummies.

- **Prepare for a variety of questioning techniques.**

Nail the job interview!

- **Identify what the company needs from you .** *ACE the IT interview.*

- **Redirect inappropriate questions.**

Job interviews for dummies.

- **Be prepared. Research is critical for speaking intelligently.** *ACE the IT interview.*



Websites

These websites provide lots of helpful career information and resources.

www.americasjobexchange.com great tips for writing a great resume and cover letter under *Career Resources*.

www.best-job-interview.com a free site that helps prepare you for any type of interview.

career-advice.monster.com provides guides, samples, questions and articles to facilitate your process.

www.careerbuilder.com not only helps you search for a job but provides tips and examples for writing! Located under *Advice & Resources*.

www.jobbankusa.com provides examples and services for resumes, cover letters and interviews.

jobstar.org/tools/resume/ offers examples of different types of resumes, including electronic, and cover letters plus tips from experts!
www.luc.edu/career/job_searching.shtml supplies tools and resources to facilitate your job search.

www.northwestern.edu/careers/ under quick links provides wonderful information about resumes, cover letters, interviewing and more.

www.rileyguide.com lists helpful online sites and services.

www.vault.com click on resumes for access to samples and articles on resumes and cover letters for specific professional careers.



Do's and Don'ts

Do

- **Target the content.**
Take the time to tailor your cover letter and resume for each position.

- **Select your words wisely.**

Include exact phrases from the job description as many organizations electronically scan resumes for keywords.

- **Edit carefully.**

Typos, incorrect information and spelling errors are careless and NOT what a potential employer wants to hire!

- **Make positive gestures.**

Lean slightly forward in your chair, nod in moderation and briefly hold the interviewer(s) gaze.



Don't

- **Use a quirky email account.**

Instead set-up another account for professional purposes.

- **Send a mass mailer.**

Hiring managers can spot a generic mailer a mile away!

- **End a letter passively.**

Take the initiative and follow up. For example, at the end of the cover letter, state that you will contact them by the end of week and be sure to do it!

- **Cross your arms across your chest.**

Nothing states disinterest more than this body language.

All resources used to create the Do's and Don'ts list are listed on this pamphlet.