Résumés

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This pathfinder will be useful in finding information about creating a résumé for employment applications

Key Resources at a Glance:

- *Résumés for dummies*, by Joyce Lain Kennedy (2007) How to create and distribute your resume; includes sample resumes.
- *Résumés*, Purdue University's Online Writing Lab http://owl.english.purdue.edu/owl/resource/564/01/
  Provides overview of why you need a résumé, the types of résumés, organizing information, targeting your audience, etc.

Reference Background

- "Applying for a job," *Occupational Outlook Handbook, 2008-09 edition.*
  [available online: www.bls.gov/oco/oco20043.htm]

Resources

Books at the Norelius Community Library

- *Résumé Magic: Trade Secrets of a Professional Résumé Writer* by Susan Britton Whitcomb (2010)
- *Knock 'em dead 2010*: *the Ultimate Job Search Guide* by Martin John Yate (2009)
- *How to Find a Job on LinkedIn, Facebook, Twitter, MySpace, and Other Social Networks* by Brad and Debra Schepp (2009)
- *Gallery of Best Resumes: for People Without a Four-Year Degree*, by David F. Noble (c2009)
- *How to Say It on Your Résumé: A Top Recruiting Director's Guide to Writing the Perfect Resume for Every Job* by Brad Karsh with Courtney Pike (2009)
- *What color is your parachute?: a practical manual for job-hunters and career-changers* by Richard N. Bolles (2010)
- *Internet Your Way to a New Job: How to Really Find a Job Online* by Alison Doyle (2008)

Magazine Articles

- "Writing a Recession-Proof Résumé," by Rob Hosking. *Office Pro* (April 2009)
- "FYI: the experts on résumés." *Reader's Digest* (March 2009)
- "Powering up your résumé." *Reader's Digest* (March 2009)
- "A more compelling résumé," by James E. Challenger. *California Job Journal* (January 25, 2009)

Search Aids

Search Terms
(Use for computer searches)
- résumés
- cover letters
- job application
- employment

Subject Headings
(Use in card catalogs and print indexes)
- Résumés (Employment)

Call Number
- 650.14 (Dewey Decimal)

Indexes and Abstracts
- EBSCOhost

Library catalogs
- Norelius Library online public access catalog
- SILO - State-wide catalog

- "Lifetime achievement: completing a powerful, concise résumé," by Carolyn G. Bobo. *Public Relations Tactics* (January 2009)
- "Create an effective résumé," by U.S. Dept. of Labor Transition Assistance Program (workshop September 2007) [available online: www.dol.gov/vets/tap/F-TAPSupplement-CreateanEffectiveResume8.9.07.pdf]

Web Pages and Web Portals

- "Build the résumé employers want," by Barbara Mulligan. www.jobweb.com/resumesample.aspx?id=858
- "Résumés--creative job search article." Minnesota Dept. of Employment and Economic Development www.deed.state.mn.us/cjs/resume.htm
- "Electronic résumés," Oakton Community College. www.oakton.edu/resource/stuserv/netjobs/resumes/
- PongoRésumé—Tips and Advice (Site also has free trial of résumé builder) www.pongoresume.com/articleTopics/27/resumes.cfm
- Career Advice—Résumé Development, Duke University www.env.duke.edu/career/current/resume.html
- Résumé Tutor, University of Minnesota http://www1.umn.edu/ohr/careerdev/resources/resume/

Organizations and Special Collections

- Iowa Workforce Development http://www.iowaworkforce.org/newjobs.htm
- I Have A Plan Iowa http://www.ihaveaplaniowa.gov

Multimedia Resources

- *Résumés; a how-to guide* (Cambridge Educational, 2007) [DVD]
- *Get that job* (Cerebellum Corp, 2002) [DVD]

Templates

- Resume templates for Microsoft Word http://office.microsoft.com/en-us/templates/CT101043371033.aspx

** You can evaluate other resources using criteria at: www.THEpathfinderproject.org/evaluate.html **

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