



CAREER GUIDE

**INFORMATION FOR GRADUATE STUDENTS
ON RESUME AND CURRICULUM VITAE WRITING,
JOB INTERVIEWS, JOB SEARCHES
AND MORE**

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Finding the Resources

The Graduate School's **Career Guide** is intended to help you identify sources for writing a resume or curriculum vitae, find a job and interviewing techniques.

The section on resumes will also be helpful for preparing graduate fellowship or research funding applications for external agencies. You may refer to The Graduate School's **Funding Guide** for more information on seeking external fellowships.

The **Career Guide** lists only a small number of resources available. Each section will contain a list of electronic resources related to the section topic. Some resources may appear in multiple sections due to the variety of information provided at the internet site.

The **Career Guide** provides you with the necessary skills to successfully locate, apply, and interview for employment.

You can also contact the MSU Career Services and Placement Office for additional input, suggestions, and assistance. See pages 31-32 for more information.

MSU Career Services and Placement Office
Room 113 Student Services
355-9510

How This Guide Works

the resume reviews writing tips and styles, how to write a cover letter for your resume, and reviews the preparation of a curriculum vitae (C.V.) for academic positions.

the job search provides assistance with finding employment.

the job interview furnishes you with the skills for telephone interviewing and tips on how to form a successful interview.

follow-up contains information on writing follow-up letters.

publications provides a list of reference materials available at the MSU Library. These publications were found using MAGIC.

career placement directs you to resources available at the Career Development Center on the MSU Campus.

the resume

Types of Resumes

There are basically two types of resumes and your background determines which type you will use.

Chronological

Education and work experience are listed in reverse chronological order (the most recent first). A chronological resume is recommended for those with previous work experience who are staying in the same field.

Functional

Content is arranged to highlight skills and abilities. This type is most often used by someone changing careers, re-entering the work force, or those who have no previous work experience.

While resumes are generally written for a job application, they may be used for school applications, scholarships and fellowships.

Grammar and Usage

Allow the prospective employer to see you as a unique individual. When writing your resume use action verbs to describe yourself and your work experience. Consult publications and web sites for assistance with grammar and punctuation.

Formatting

Your resume may be the first contact that a prospective employer has with you. Formatting of your resume helps make a good first impression. Keep the following in mind:

- Use high-quality bond paper, 8 ½" x 11", white or off-white in color.
- Select an easy-to-read font no smaller than 10-point font size.
- Margins should be no smaller than 1". The right margin should be "ragged", not justified.
- Print quality should be free of blurring, stray marks or faint letters.
- Print your resume one-sided. Do not print on the back side of a page.
- Avoid overuse of bold, italic and capitalized words.
- Use as many pages as necessary to list your information - do not attempt to fit everything on one page if it does not fit easily.

A Cover Letter

A cover letter introduces you to the prospective employer. It provides you with the opportunity to say a little more about yourself and encourage the prospective employer to set up an interview. Be brief. Don't include your life's history. Keep the following in mind when writing your cover letter:

- Use business format when typing your letter.
- Address the letter to a specific person when possible.
- State the purpose of your letter.
- Tell how you heard about the position and organization.
- Specify what interests you about the job, how your experience and education can contribute to the company.
- Include your knowledge about the company and their future growth.
- Close the letter with a reference to the enclosed resume and request a personal interview.
- Remember to sign your cover letter.

the resume

Resume Proofreading Checklist

Check for errors! Have more than one person read your resume for errors and comment on the content. Use a checklist found on the web. CareerMosaic provides an excellent checklist at <http://206.204.75.27/cm/crc/crc30.html> (the text from this site follows):

Spelling Mistakes

To avoid spelling mistakes:

- Don't use words with which you aren't familiar.
- Use a dictionary as you write.
- Perform a spell check on your finished resume.
- Carefully read every word in your resume. If you type "from" instead of "form," your spell check will be unable to detect your mistake.
- Have a friend or two proofread your resume for you.

Punctuation Mistakes

Things to look for:

- Use periods at the end of all full sentences.
- Be consistent in your use of punctuation.
- Always put periods and commas within quotation marks. (e.g., Won awards including the "John H. Malcom Memorial Service Award.")
- Avoid using exclamation points.

Grammatical Mistakes

Grammar hang-ups to watch for:

- Do not switch tenses within your resume. The duties you currently perform should be in present tense (e.g., write reports), but ones you may have performed at past jobs should be in past tense (e.g., wrote reports).
- Capitalize all proper nouns.
- When expressing numbers, write out all numbers between one and nine (e.g., one, five, seven), but use numerals for all numbers above 10 (e.g., 11, 25, 108).
- If you begin a sentence with a numeral, spell out that numeral (i.e., Eleven service awards won while employed.).
- Make sure your date formats are consistent (e.g., 11/22/96 or November 22, 1996, or 11.22.96. Choose one and stick with it).

Choose Your Words Carefully

Phrase yourself well:

- Be on the lookout for easily confused words: accept (to receive), except (to exclude); all right (correct), alright (this is not a word); affect (to bring about change), effect (result); personal (private), personnel (staff members); role (a character assigned or a function), roll (to revolve).

- Use action words (e.g., wrote reports, increased revenues, directed staff).

Other Potential Mistakes

Don't forget to check:

- Dates of all prior employment.
- Your address and phone number -- are they still current and correct?
- The number of returns separating your categories: are they consistent?
- Abbreviation of state names. All state abbreviations are two letters -- no periods. For example, New York is abbreviated NY, California is CA, and Michigan is MI. Look up other state abbreviations.

Design is Important

Keep the following tips in mind:

- Don't overcrowd your resume; allow for plenty of white space.
- Use as many pages as necessary without overcrowding or stretching out the text
- Keep the number of fonts you use to a minimum - two at the most.
- Use a font that is easy to read. Times Roman works well.
- Do not justify the lines of type on your resume; allow the right side of the page to "rag."
- Do not over use capitalization, italics, underlines, or other emphasizing features.
- Make sure your name, address, and a phone number appear on your resume and all correspondence, preferably at the top of the page.
- Print your resume on white or cream paper using a good-quality printer. Second and third-generation photocopies are a no-no.
- Print on one side of the paper only.

What to Omit

Do not put any of the following on your resume:

- Salary history.
- Sex, age, race, marital status, or other similar personal information.

the resume

Electronic Resumes

An increasing amount of information is being delivered electronically. Resumes are no exception. Before you make use of the internet and the many services that exist to distribute your resume electronically, consider the following:

Choose your words carefully. Prospective employers may use a keyword search to find potential candidates. Electronic resumes are a hot item and you want the employer to find your resume over the thousands of others that have been posted.

Check for errors the same as you would for a normal resume. Resume writing tips from section one of this publication should be followed as much as possible for your electronic resume.

Remember, the internet is not confidential. Be cautious when posting personal information such as your name, address and phone number.

Follow through on your electronic resume. A corporation or educational institution would prefer to have a hard copy of your resume on file for easy perusal.

[CandidatePool](http://www.tiac.net/users/mtsbostrn)
<http://www.tiac.net/users/mtsbostrn>

Sponsored by MTS-Boston, an information services company.

Web Sites on Electronic Resume Posting

CareerFile

<http://www.careerfile.com>

A free and confidential resume referral service for executive, managerial and technical talent.

Career Shop

<http://www.tenkey.com/cshop>

A nationwide databank of resumes that is instantly accessible by hiring employers seeking to fill current job openings.

CareerSite

<http://www.careersite.com>

Comprehensive employment services for both job hunters and employers in all industries. Uses the power of Virtual Agents and Virtual Recruiters to find jobs or employees quickly, easily, and accurately. Totally confidential job searching.

Contractors Direct

<http://www.ozemail.com.au/~itheads>

Information technology and computing professionals advertise their skills. Employers can search for skills anywhere in the world.

The Employment Network

<http://www.compuserve.com/homepages/empnet/>

Focusing on the Mid-Atlantic region, an on-line employment service for technical and manufacturing-related professionals.

Extreme Resume Drop

<http://www.mainquad.com/quad/careerfair/resDrop/index.html>

This site allows you to send resumes directly to the email boxes of recruiters at 200+ corporations.

Hyper-Media Resumes

<http://www.webcom.com/resumes>

Internet resume management services. Maintained by Internet Executive Professionals, Inc., a member of PARW (Professional Association of Resume Writers).

IntelliMatch

<http://www.intellimatch.com>

Offers job seekers free structured resume services. Our resume bank is searched regularly by many of the best employers.

JobBank USA

<http://www.jobbankusa.com>

Directory of employment and jobs websites, newsgroups, job search engines and career resources. Resume webpages and database. National recruitment network. Employer and employee services.

JobDirect

<http://www.jobdirect.com>

A great online database of jobs/internships and resumes exclusively geared towards the entry-level market. It's FREE for all college students and job-seekers!

The JobExchange

<http://www.jobexchange.com>

Matches the talents of individuals seeking employment opportunities with the specific requirements of companies wishing to fill available positions.

The Job Resource

<http://solimar.stanford.edu>

A site where students can post and update their resume on the web and look for jobs by using a sophisticated search engine. Companies are welcome to browse through the growing resume database by conducting key criteria searches.

Jobs Through PursuitNet

<http://www.tiac.net/users/jobs/index.html>

Submit your resume free for database searches which match against a continuing flow of Job requirements.

Manpowerindia

<http://www.manpowerindia.com>

Resumes of Indian talents.

The Online Career Center

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

Searchable resume database which includes detailed instructions on how to enter your resume into their database.

Oracle Contractor Database

<http://www.cois.com/houg/con.html>

A database of independent oracle contractors. Free signup and free searching.

ORAsearch

<http://www.orasearch.com>

A dedicated search engine of ORACLE professionals and ORACLE related jobs.

Passport Access

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

Uses a fast search engine to link up prospective employers and recruiters to potential job candidates.

the resume

ProMatch '96

<http://www.promatch.org>

A no-fee source for employers seeking proactive candidates ready for placement in a variety of professional disciplines.

Regional Re-Careerment Center

<http://www.iquest.net/reg-recar/>

An outplacement and retraining center for executives and upper managers. Includes a resume posting service for clients.

ResumePosters

<http://www.wons.com/resumeposters>

Internet resume hosting service. Have your editable resume online and accessible 24 hrs!

The Resume Publishing Company

<http://www.webcom.com/~cha>

TRPC provides a place to confidentially post an HTML resume with a unique URL which the job seeker can give to prospective employers.

Resume White Papers

<http://www.goodnet.com/~bf90682/rwp>

An internet digital resume posting service.

Shawn's Internet Resume Center

<http://www.inpursuit.com/sirc/>

Post your resume on the Internet as its own home page. Has a guest book which lists the employers who are surfing the resumes. Other services include resume and career counseling.

SkillBANK

<http://www.lapis.com/skillbank>

A fully automated employer/employee matching service. Users control adding, updating and deleting of information. All contact by email.

Skill Scan (for computer professionals)

<http://www.skillscan.com>

A free resume distribution service for experienced computer professionals. Your resume will be sent to top companies nationwide on CD-ROM. Produced weekly.

Technology Registry

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

A resume database devoted exclusively to the technology industries.

Thompson Virtual Job

<http://www.jwtworks.com/tvjf/index.html>

A virtual job fair to which you can send your resume. Once a quarter, top companies will search the resumes for qualified candidates.

World Job Seekers

<http://www.cban.com/resume/>

You can submit a description of what type of job you're seeking and a brief description of your qualifications.

The Curriculum Vitae

The curriculum vitae, or "C.V.," is most often used in academic settings. This material was provided at the Academic Interviewing Workshop which takes place each spring as part of the MSU TA Program Workshop Series.

The following information was compiled by Karen Klomprens, Assistant Dean in

The Graduate School. It includes input generously supplied by the "Friends of Graduate Education": a set of faculty from many disciplines who are interested in graduate students, their education, and success in finding a satisfying career.

There is a great deal of information suggested for a C.V. in the text that follows. You do not need to include everything! Be aware of what can be provided to a prospective employer, and then make choices that best suit you. Ask your faculty advisor or major professor for advice on what is appropriate for your discipline.

The C.V.

This is a detailed summary of your qualifications, employment and academic history, and professional accomplishments.

Be sure that it is neat, accurate, grammatically correct and professional looking.

What to Include: Generic C.V. Categories

Mix and match to suit your intended employer/audience.

What is your prospective employer looking for? (How do you know?)

Personal data:

Name, address and citizenship are usually supplied. Providing additional information is up to your personal preference.

A *Pre-Employment Inquiry Guide* is available from the Michigan Department of Civil Rights by calling 517-373-3590.

Educational history:

(degrees, schools, internships). Is your "pedigree" important in your discipline?

Fellowships/scholarships/awards

This may include not only those from MSU, but received from external sources.

Employment history

(jobs, assistantships, internships)

What were your responsibilities? Skills developed?

Teaching experience

TA, instructor, lecturer?

Cite your teaching portfolio, if you have one. You may wish to include a brief summary of courses taught, innovations you have brought to the classroom, special workshops attended, etc.

the resume

Research experience

(titles of thesis, dissertation, senior thesis, research projects, equipment proficiency, computer program proficiency) You may wish to include a very brief synopsis for each major research piece.

Publications

(this will vary by discipline)
Peer-reviewed journals

Books, reviews, poems, trade journals, magazines, newspapers

In-house publications

Abstracts/presentations/posters (be sure to highlight invited presentations)

Disciplinary meetings attended (Did you present your research?)

Performances/exhibitions (highlight invited ones)

Outreach activities

Professional service (committees, graduate student organizations, seminars organized)

Public service (not related to your discipline)

Other activities (e.g. Peace Corps - can be cited in several categories, internships)

Heads Up --- or What Else to Watch For:

What do you know about your prospective employer?

Gaps/lapses in your academic/employment history. What were you doing between 1989-1991? If it isn't there, someone will ask!

Highlight the depth and breadth of your experience in your C.V. and your cover letter.

Ability/demonstration that you can complete work in a reasonable amount of time. Is your dissertation published? Is your time-to-degree within the disciplinary norms?

Your letters of recommendation. What are faculty going to say about you? Be sure to furnish your recommenders a copy of the job description, and provide guidance on what you would like them to focus on. Provide your letter writers with samples of your work and speak to them in person about their letters.

If someone requests a teaching portfolio, do you have one?

Can you discuss your additional competencies, not just your formal education and training? This might include language competencies, computer skills, and international experience.

Are you ready to discuss your flexibility to adapt and to learn in both teaching and research areas?

Other Documentation:

As part of your C.V. or cover letter, or in a separate document, you may wish to include the following in an application:

A general statement describing your current idea of your scholarly identity. This may include a paragraph on:

1. Teaching interests, approaches, philosophy
2. Research interests, methodological approach
3. Outreach assistance, consulting to the general public
4. Service to the profession and/or the department/college/university.
5. A 2-page abstract of your dissertation, book, or research project.

The Generic Cover Letter

(If you have done some homework on the institution to which you are applying, you can better tailor this letter...ask for a programs book, college catalog, etc.)

Don't simply repeat the information in your C.V. Highlight what you want the search committee members to focus on.

Examples:

Your general and specific interests in the career/position/department/college or institution. Why do you want this job? What special accomplishments can you cite?

What unique capabilities, qualities will you bring to the position/department/college? What makes you more special than the other 200 applicants? Having done "homework" will help you describe your unique fit - especially in the areas of study in the unit to which you are applying.

What can you contribute to the achievements/goals of the prospective employer?

For applications to teach at 2- and 4-year colleges, you might consider the following: Why do you want to teach? What is your teaching experience, philosophy? What do you know about undergraduate students today, learning styles, learning assessment?

You may wish to discuss what you can do and/or are willing to do, if you do not have the exact experience listed in the job announcement. This requires careful thought, and perhaps discussion with faculty first.

Be realistic and clear about who you are and what your talents are. What contributions can you make to their unit, college?

What are your short, medium and long term-goals to teaching, research, outreach and the profession?

the resume

Web Sites on Resume Writing

Career Service Placement

Michigan State University
<http://web.msu.edu/csp/>

Useful Information for Career Planning, Job Search and Interviews, what you need to know for an effective job campaign, how to write the perfect resume, how to write a winning cover letter, and tips on interviewing

Contract Employment Weekly

On the Internet

A Guide to Effective Resume Writing

<http://cweekly.wa.com/grw.html>

A guide to resume formatting and a method of preparation.

Covers information from typesetting and printing to things you should or should not do with your resume.

Elements of Style by William Strunk, Jr.

Columbia University
Bartleby Library

<http://www.cc.columbia.edu/acis/bartleby/strunk/>

Provides useful information on grammar, rules of usage, principles of composition, form, words commonly misspelled and words and expressions commonly misused.

USC Career Center

The Career Guide, Resumes That Work

<http://www.usc.edu/dept/cdc/resrch.htm>

Before you write, writing a resume, organizing your resume, a cover letter, thank you letter, acceptance/rejection letters, and sample resumes.

Resume Writing

http://www.virtualville.com/employment_agency/resume_writing.html

The importance of your resume, the different types of resumes, and resume writing tips.

e-span

Resources to writing your resume.

<http://www.espan.com/library/libresume.html>

Services, style and references.

Rensselaer Writing Center

Preparing a Resume

by Brea Barthel and Amanda Goldrick-Jones

Rensselaer Polytechnic Institute

<http://www.rpi.edu/dept/llc/writecenter/web/text/resume.html>

How to prepare your resume, gather and check all necessary information, match your skills and experience with an employers needs, highlight details that demonstrate your capabilities, organize the resume effectively, word choice, ask other people to comment, make the final product presentable, evaluate your resume, organization, format and design.

Also visit . . .

Rensselaer Writing Center

Department of Language, Literature, and Communication

<http://www.rpi.edu/dept/llc/writecenter/web/net-writing.html>

Online Writing Centers and other resources, web-based, gopher-based, other internet composition resources and general online education resources.

CareerMosaic

Career Resource Center

<http://206.204.75.27/cm/crc/crc15.html>

ASCII text resume information, electronic resume information, resume tips and links, sample resumes, cover letters, thank you letters and a resume proofreading checklist.

National Business Employment Weekly

From the Publishers of The Wall Street Journal

<http://www.nbew.com/archive/960801-003.html>

Six critical rules of resume writing: Presentation, format, spelling/grammar, content, focus and selling.

Also visit . . .

<http://www.nbew.com/archive/961001-001.html>

Improve your resume 100%. By using hard numbers and percentages to quantify your skills, you're sure to impress skeptical company recruiters.

The Riley Guide

Employment Opportunities and Job Resources on the Internet

<http://www.jobtrak.com/jobguide/>

The Job Guide, help with the search, links to job and career resources.

Financial Aid Information Page

Jobs, Employment, and Career Information

<http://www.finaid.org/finaid/jobs.html>

Resume listing sites, career fairs, salary surveys, job and resume newsgroups, books about careers and employment, career counseling. This site contains a wide variety of information. Visit their home page at <http://www.finaid.org> to learn more!

Career Center

Building Your Future

Guide to Resume Writing

<http://www.jobweb.org/catapult/guenov/res.html>

Building an effective resume: Self-assessment, career exploration, writing the resume, make your resume unique. Resume content areas: Name/Address/Telephone, objectives or profile, education, work experience, additional information, references.

American College of Healthcare Executives

Careers - How to Write a Winning Resume

<http://ache.org/careerg/resume.html>

The basic resume, the functional resume, and resume design.

Northeastern College of Computer Science, Cooperative Education

Resume Writing

<http://www.ccs.neu.edu/co-op/Manual/ResumeWriting.html>

Resume outline, writing the resume, and action verbs.

letters of recommendation

Checklist for Letters of Recommendation

Created by Sonya Michaud Lawrence

Biological Science Laboratory Coordinator and Assistant Instructor, Department of Zoology

April 1997

This information was compiled from a panel discussion as part of the Academic Interviewing Workshop (MSU TA Program Workshop Series). Panelists from Alma College, Hope College, University of Michigan-Flint and Lansing Community College provided input on what they prefer in a letter of recommendation for positions on their campuses. Consider supplying a copy of this form, and the guidelines on the following page, to a faculty member when requesting a letter of recommendation.

Questions, the author should have answers to, when writing a letter of recommendation for a TA applying for a job. For each question, select as many choices as are applicable.

_____ **What was my position when I interacted with this TA?**

- A. Major professor
- B. Lecture professor that directly supervised the TAs
- C. Lecture professor that did not supervise the TAs
- D. Lab coordinator
- E. Other (explain)

_____ **How well do I know this TA?**

- A. Direct interaction
- B. Indirect interaction
- C. Work with how often in a week? (daily, once, etc.)
- D. Supervise teaching
- E. Observe teaching

_____ **Was there a mentoring relationship between the TA and yourself? If so, what kind?**

_____ **How long have I known this TA?**

_____ **What were this TA's responsibilities? What was my weekly interaction type and time with this TA?**

- A. Lecture TA
- B. Lab TA you supervised
- C. Lab TA someone else supervised
- D. TA coordinated labs
- E. TA taught a lecture course
- F. TA taught labs and had an apprentice
- G. Other

_____ **Do I have enough information to write a letter?**

- A. TA's teaching philosophy
- B. Number of times the TA has taught in your program?
- C. TA's research experience
- D. TA's impressions about working at a community college
- E. TA's impressions about working at a university
- F. Examples of unique teaching strategies TA uses
- G. Degree program, level (GR or UG) and in which department?
- H. What does the TA want to achieve? See TA's cover letter or teaching portfolio.
- I. Total number of times the TA has taught at MSU and in which departments?
- J. Does the TA have any other teaching experience?
- K. Special awards received?
- L. Other

_____ **Should I interview the candidate?**

- A. Have TA's teaching portfolio?
- B. Have TA's cover letter for job?
- C. Possess copies of student evaluations of TA?
- D. Do you have description of job, address and person to write letter to?
- E. Do you want a copy of TA's transcript at MSU or just overall GPA?

_____ **Did the TA waive his or her right to read the letter of recommendation?**

_____ **Does the TA want a letter for specific jobs or for the Placement Center?**

letters of recommendation

Guidelines to Writing a Good Letter of Recommendation for a TA

Created by Sonya Michaud Lawrence

Biological Science Laboratory Coordinator and Assistant Instructor, Department of Zoology

April 1997

1. Personalize the letter
 - A. In the heading include the school's name and address
 - B. Write to a specific person, when possible
 - C. State specific job TA is applying for
 - D. Explain how you have interacted with the TA
 - "I have talked often with her about teaching at a small institution . . ."
 - "By observing him, I can describe his skills in teaching as . . ."
2. _ If TA waives his or her right to read the letter, do not let the TA read the letter.
3. _ Author of the letter should have direct experience with TA.
4. _ If there is a gap in the TA's career, write about it and do not avoid it.
5. _ You should invite the school to call if there are any questions about the TA - "I would like to talk to you more about the TA, so please call . . ."
6. _ The letter should be 2 pages long.
7. _ You should try to include in the letter comments on:
 - if you interacted regularly with TA and how you interacted with the TA.
 - on the TA's responses to solve problems.
 - if the TA is good at following through.
 - if the TA is good at explaining.
 - if the students liked the TA.
 - if the TA grew and adjusted to changes in teaching over the years.
 - if the TA is a natural instructor.
 - if the TA was successful teaching undergraduates.
 - why the TA was successful at teaching undergraduates.
 - elaborate (describe) when the author says the TA is really unique.
 - What is the TA's commitment to professional activity?
 - did the TA work with an undergraduate?
 - the TA's ability to work in a team.
8. _ When you say this TA is really unique, elaborate on this remark by describing specific examples.

the job search

Finding a Job Electronically

The age of technology has arrived and it is making the job search easier. Use a search engine such as **AltaVista** or **WebCrawler** to find the information that you are looking for or check out some of the sites listed on the following page. Keywords for the search could include employment, recruitment, career, jobs. Include AND, OR, NOT ADJ, quotation marks or parentheses in your search.

AND results in sites which contain both words.

OR results in sites which contain either or both words.

NOT results in sites which contain the first word but not the second.

ADJ results in sites which contain the two words appearing next to each other, in that order.

". . ." results in sites which contain the words within the quotation marks.

(. .) results in sites not containing the words within the parentheses.

Other Resources

Newspapers
Career centers
Colleges and universities
Friends and family
Career fairs and employment expos
Employment companies
Regional career sites
Professional recruiters
Contract employment and consulting
NAGPS JobBank

Job Hunt

A Meta-list of On-Line Job-Search Resources and Services
<http://www.job-hunt.org>

AMERICA'S EMPLOYERS
the job seeker's home on the internet
<http://www.americaemployers.com>

The Foundation Center

Serving the information needs of grantseekers and grantmakers
<http://fdncenter.org/2index.html>

New York University

Office of Career Services
<http://www.nyu.edu/careerservices/jobsites/jobsites.html>
<gopher://cwis.nyu.edu:70/11/Admissions/GIGS>

Career City

Adams JobBank Online Job Listing
<http://www.adamsonline.com/>

N Y N M A

New York
New Media
Association
<http://www.nynma.org/>

NATIONAL BUSINESS EMPLOYMENT WEEKLY

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

FASEB

Career Resources
<http://www.faseb.org/careers/>

Bio Online

Life on the Net
<http://www.bio.com/>

JOBTRAK

The Internet's #1 Source For Jobs
<http://www.jobtrak.com/>

Career Paradise

The Career Center Emory University
<http://www.emory.edu/CAREER/>

America's Job Bank

<http://www.ajb.dni.us/>

Jobs

Career Placement, Job Postings, Employment Information

Brought to you by The Graduate School
Michigan State University

NationJob Network

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

FEDERAL JOBS

<http://www.fedworld.gov/jobs/jobsearch.html>

BOLDFACEJOBS

Welcome to the future of employment opportunities
<http://www.boldfacejobs.com/>

JobWeb

National Association of Colleges and Employers
<http://www.jobweb.org/>

The Chronicle of Higher Education

<http://chronicle.merit.edu/>

Cornell University

Graduate School Fellowship Notebook
<gopher://gopher.cornell.edu/11/.dirs/GRFN>

Career Path.com

Help Wanted Ads From Across the Country
<http://www.careerpath.com/>

CareerMosaic

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

the job interview

Telephone Interviews

By Karen Klomparens, Assistant Dean
The Graduate School
Michigan State University

The panelists at the Academic Interviewing Workshop (Lansing Community College, Hope College, Alma College and the University of Michigan, Flint) stated that all of them do some telephone interviewing as a method of sorting the applicants to establish a "short list" of candidates to bring to a campus interview. The following is a list of tips from their discussion, my follow-up with them, hints from the literature and my own experiences:

- Be proactive in setting the time and place for a telephone interview. Generally, the potential employer will call to ask you for an appropriate date, time and place for a telephone interview. If this does not occur, have the presence of mind to state that "this is not an appropriate time". You can then ask if they could call back at a later date.
- Select a time, date and location where you can participate in the interview and maintain your ability to think clearly. This may be at home, rather than a crowded or noisy campus office or lab.
- Have your application and C.V. at hand during the interview. If you supplied a statement of teaching and/or research philosophy or plans syllabi, and other material, have those handy, too.
- Do your homework beforehand! If you have not done some research on the institution to which you have applied as you prepared your application, do so now. You may have a list of questions, or simply a list of information items about the department, institution, courses, student body, etc. that you can have at hand during the interview.
- You may have a conference call interview. In this case, write down each of your interviewers names and titles as they introduce themselves. If you couldn't hear or understand, ask to have this repeated. If you did your homework, you may well recognize many or all of the interviewers. With this list in front of you, you can ask specific questions, or remember who it is you are responding to during the discussion.
- Try to sound lively and interesting, even if talking on the telephone is not your preferred method of communication.
- Make notes as you talk, so you can go back to issues, fill in any gaps, and more appropriately, state your own questions.
- Generally, the interviewers will lead the discussion. There is usually time at the end for you to bring up additional issues.
- Follow-up with a thank you and ask if there is any additional material you can provide.

Tips on Interviewing

Follow the appropriate tips on telephone interviewing, check the simple list below and then visit some of the web sites on the next page.

- Dress properly.
- Be prompt.
- Know yourself, know the employer.
- Be articulate.
- Be aware of spoken/unspoken language.
- Be yourself.
- Bring extra resumes, notepad and pen.
- Listen closely, ask questions.
- Ask faculty for advice.
- For academic positions:
 - Serve on search committees in your department, if you have the opportunity.
 - Participate in your department interview process if you can.
 - Ask to look at an itinerary for faculty candidates interviewing in your department.
- See if your department or college offers "mock" interviews so you can practice.

the job interview

Web Sites on Interviewing

College Grad Job Hunter

On-Campus Interviewing Success

<http://www.collegegrad.com/intv/oncampus.html>

Know your competition and how to choose the very best companies to interview on campus.

Job Hunter E-zine

<http://www.collegegrad.com/prep/jhc/16interv.html>

The truth about interviewing.

Movin/On: Tips for Interviews

<http://www.wm.edu/csr/career/stualum/intrwdir/iconent.html>

Getting ready for an interview and what to expect during a first interview.

Hiatt Career Development Center

Brandeis University

http://www.brandeis.edu/hiatt/web_data/hiatt_interviewing.html

Preparation for the interview, nonverbal communication skills, verbal communication skills, interview etiquette and sample questions.

The Briefcase

Don't Sweat the Interview

<http://www.studentcenter.com/brief/sweat/sweat.htm>

Preparation, presentation, post-partum.

Also visit

<http://www.studentcenter.com/brief/virtual/virtual.htm>

Virtual interview contains actual questions asked. Test your skills with this interactive interview site.

The Little Employment Group, Inc.

A Little Advice

<http://www.netaccess.on.ca/%7Eleg/appintvw.htm>

Interview tips for job seekers.

State University of New York at Buffalo School of Management

Interviewing Skills

<http://wings.buffalo.edu/academic/department/som/crc/intervie.htm>

An interviewing guide found on the State University of New York at Buffalo School of Management Homepage.

Oberlin College

Interviewing Skills

<http://www.cs.oberlin.edu/~csmc/jobs/interviewing.skills.html>

An overview of how to interview for a job that includes all aspects of the interview process.

Accountants Overload

Interviewing Tips

<http://www.accountantsoverload.com/intervw.htm>

A page of basic tips and a sample thank you letter.

Lewis and Clark College

Job Search Strategies / Interviewing Skills

<http://www.lclark.edu/~career/html/jobsearch.html>

Highlights the most important facets of interviewing.

Archeus Online

Interview Resources

<http://www.golden.net/~archeus/intres.htm>

Archeus Originals, Interviewing Horrors, The Article Vault, The Books to Read, Resume Service Guide and Reviews and links to the best resources from across the web.

Career Center

Competencies sought by employers. <http://www.jobweb.org/catapult/guenov/comp.html>

Fifteen traits sought by employers, ten hottest skills any major can acquire and how to acquire competencies.

Career Magic

Interview Magic

http://www.liglobal.com/b_c/career/

Master resume writer's secrets revealed.

follow-up

We started by showing you how to write a resume and cover letter, helped you locate prospective employers, and even walked you through a telephone/job interview. The follow-up is important in your job search because it provides you with the opportunity to again show your interest in the position, and your persistence in pursuing the job. If you are offered the job, you will need to respond with either an acceptance or rejection letter. Here are some tips:

Thank-you/Follow-up Letter

- Thank the employer for the opportunity to interview with the company.
- Refer to some of the things that you learned during the interview.
- Mention the ways that your background fits with the needs of the company and position.
- Reemphasize your interest in the job.
- Explain information that you neglected to include during the interview.
- Avoid being negative.
- Indicate that you are looking forward to the employer's decision.
- Sign your thank-you letter.

Acceptance Letter

Confirm:

- Terms and conditions
- Salary
- Starting date
- Benefits

Indicate that you are pleased with their offer and express your excitement about becoming a part of their organization.

Rejection Letter

- Thank the employer for the opportunity to interview and the interest that was shown in you during the process.
- Explain that after careful consideration you have decided to accept another offer.
- Sign your rejection letter.

Web Sites on Letter Writing

USC Career Center

The Career Guide, Resumes That Work
<http://www.usc.edu/dept/cdc/resume.htm>

Before you write, writing a resume, organizing your resume, a cover letter, thank you letter, acceptance/rejection letters, and sample resumes.

CareerMosaic

Career Resource Center
<http://106.204.75.27/cm/crc/crc15.html>

ASCII text resume information, electronic resume information, resume tips and links, sample resumes, cover letters, thank you letters and a resume proofreading checklist.

The Briefcase

Don't Forget to say "Thanks"
<http://www.studentcenter.com/brief/thank/thank.htm>

How to write a thank you letter and thank you letter samples.

The Wharton School

University of Pennsylvania
Career Development and Placement
<http://www.cdp.wharton.upenn.edu/alumint.htm>

Preparation and tactics, unlawful interview questions, do's and don'ts of interviewing and sample questions.

Accountants Overload

Interviewing Tips
<http://www.accountantsoverload.com/intervw.htm>
A page of basic tips and a sample thank you letter.

additional resources

Resume Writing

- Title:** **College grad job hunter: insider techniques and tactics for finding a top-paying entry level job**
Author: Krueger, Brian D.
Edition: 2nd ed., completely rev.
Published: Milwaukee: Quantum Leap Pub., 1995.
Subjects: Job hunting. Resumes (Employment) College graduates—Employment.
- Title:** **Developing a professional vita or resume**
Author: McDaniels, Carl.
Edition: 3rd ed.
Published: Chicago: J.G. Ferguson Pub., c1997.
Subjects: Resumes (Employment)
- Title:** **Dynamite resumes: 101 great examples and tips for success**
Author: Krannich, Ronald L.
Published: Manassas Park, VA: Impact Publications, 1997.
Description: x, 195 p. ; 28 cm.
Notes: Includes bibliographical references and index.
Other authors: Krannich, Caryl Rae.
Subjects: Resumes (Employment)
- Title:** **Just Resumes: 200 powerful and proven successful resumes to get that job**
Author: Marino, Kim, 1951-
Published: New York: Wiley, c1997.
Description: viii, 259 p. ; 28 cm.
Notes: Includes index.
Edition: 2nd ed.
Subjects: Resumes (Employment)
- Title:** **101 best resumes**
Author: Block, Jay.
Published: New York: McGraw-Hill, 1997.
Description: x, 197 p. ; 28 cm.
Notes: Includes index.
Other authors: Betrus, Michael.
Subjects: Resumes (Employment)
Other titles: One hundred one best resumes, One hundred and one best resumes.
- Title:** **Electronic resumes: a complete guide to putting your resume on-line**
Author: Gonyea, James C.
Published: New York: McGraw-Hill, c1996.
Description: xii, 255 p.: ill. ; 24 cm. + 1 computer disk (3 1/2 in.)
Notes: System requirements for accompanying disk: IBM PC; Windows 3.X or Windows 95. Accompanied by 1 computer disk. Includes bibliographical references (p. 231-232) and index.
Other authors: Gonyea, Wayne M.
Subjects: Resumes (Employment) Job hunting. Internet (Computer network) World Wide Web (Information retrieval system)
- Title:** **Electronic resumes that get jobs**
Author: Potter, Ray.
Published: [New York: Macmillan General Reference], c1996.
Description: 153, 67 p. ; 28 cm.
Notes: "Log onto today's electronic job market with an on-line resume that stands out!"—Cover. "An Arco book." Includes index.
Subjects: Resumes (Employment)—Technological innovations. Resumes(Employment)—Data processing.
- Title:** **How to prepare your curriculum vitae**
Author: Jackson, Acy L.
Published: Lincolnwood, Ill: VGM Career Horizons, 1996.
Description: xiii, 177 p.: ill. ; 28 cm.
Edition: 2nd ed.
Subjects: Resumes (Employment)
- Title:** **The new perfect resume**
Author: Jackson, Tom.
Published: New York: Doubleday, c1996.
Description: xi, 226 p.: ill. ; 26 cm.
Notes: "Main Street books." Originally published: The perfect resume, 1980. Includes bibliographical references (p. 223-226).
Edition: 1st ed.
Other authors: Jackson, Ellen (Ellen Perry)
Subjects: Resumes (Employment) Applications for positions.
Other titles: Perfect resume
- Title:** **175 high impact resumes**
Author: Beatty, Richard H., 1939-
Published: New York: John Wiley & Sons, c1996.
Description: x, 307 p. ; 28 cm.
Notes: Includes bibliographical references.
Subjects: Resumes (Employment)
Other titles: One hundred seventy-five high impact resumes High impact resumes
- Title:** **Resumes**
Author: Besson, Taunee.
Edition: 2nd ed.
Published: New York: Wiley, c1996.
Subjects: Resumes (Employment)
- Title:** **Designing the perfect resume: a unique "idea" book filled with hundreds of sample resumes created using WordPerfect software**
Author: Criscito, Pat, 1953-
Published: Hauppauge, N.Y.: Barron's, c1995.
Subjects: Resumes (Employment)
- Title:** **Electronic resumes for the new job market**
Author: Weddle, Peter D.
Published: Manassas Park, VA: Impact Publications, c1995.
Subjects: Resumes (Employment)—Data processing.

additional resources

Title: **High impact resumes and letters: how to communicate your qualifications to employers**

Author: Krannich, Ronald L.
Edition: 6th ed.
Published: Manassas Park, VA: Impact Publications, c1995.
Subjects: Resumes (Employment) Commercial correspondence.

Title: **The resume kit**

Author: Beatty, Richard H., 1939-
Edition: 3rd ed.
Published: New York: J. Wiley, c1995.
Subjects: Resumes (Employment)

Cover Letters

Title: **The Adams cover letter almanac**

Published: Holbrook, Mass.: Adams Pub., c1995.
Subjects: Cover letters. Job hunting.

Title: **Adams cover letter almanac & disk**

Published: Holbrook, Mass.: Adams Media Corporation, c1996.
System Details: System requirements for accompanying computer disk: 386 PC- compatible computer, 486 recommended; MS-DOS 3.1 or higher; Windows 95, Window 3.1, or Windows for Workgroups 3.11; 2 MB RAM, 4 MB recommended; 3.2 MB of free hard disk space; 256 color VGA monitor, SVGA recommended; mouse.
Subjects: Adams FastLetter. Applications for positions. Cover letters. Cover letters—Computer programs.

Title: **Dynamic cover letters: how to sell yourself to an employer by writing a letter that will get your resume read, get you an interview, and get you the job!**

Author: Hansen, Katherine.
Edition: 2nd ed.
Published: Berkeley, Calif.: Ten Speed Press, 1995.
Subjects: Cover letters. Resumes (Employment)

Title: **Dynamite cover letters and other great job search letters**

Author: Krannich, Ronald L.
Edition: 3rd ed.
Published: Manassas Park, VA: Impact Publications, 1996.
Subjects: Job hunting. Cover letters.

Title: **The perfect cover letter**

Author: Beatty, Richard H., 1939-
Edition: 2nd ed.
Published: New York: Wiley, c1997.
Subjects: Resumes (Employment) Cover letters.

Title: **Top secret resumes & cover letters**

Author: Provenzano, Steven.
Published: Chicago, Ill.: Dearborn Financial Publishing, c1995.
Subjects: Resumes (Employment) Cover letters.

Title: **201 killer cover letters**

Author: Podesta, Sandra.
Published: New York: McGraw-Hill, c1996.
Subjects: Cover letters. Applications for positions. Job hunting.

Job Searches

Title: **College grad job hunter: insider techniques and tactics for finding a top-paying entry level job**

Author: Krueger, Brian D.
Edition: 3rd ed., completely rev.
Published: Milwaukee: Quantum Leap Pub., c1997.
Subjects: Job hunting. Resumes (Employment) College graduates—Employment.

Title: **Getting an academic job: [strategies for success]**

Author: Kronenfeld, Jennie J.
Published: Thousand Oaks, Calif.: Sage Publications, c1997.
Subjects: College teachers—Employment—United States. Graduate students—Employment—United States. Job hunting—United States.
Series: Survival skills for scholars ; v. 17

Title: **Great jobs abroad**

Author: Bell, Arthur H. (Arthur Henry), 1946-
Published: New York: McGraw-Hill, c1997.
Subjects: Employment in foreign countries. Americans—Employment—Foreign countries. Job hunting—United States. International business enterprises—Personnel management.

Title: **The job searcher's handbook**

Author: Robbins, Carolyn R.
Published: Upper Saddle River, N.J.: Prentice Hall, c1997.
Subjects: Job hunting—United States—Handbooks, manuals, etc.

Title: **Adams job interview almanac.**

Published: Holbrook, Mass.: Adams Media Corp., c1996.
Subjects: Employment interviewing. Job hunting.

additional resources

Title: **Career planning and job searching in the information age**
Published: New York: Haworth Press, c1996.
Subjects: Vocational guidance—Information services. Job hunting—Information services. Reference services (Libraries) Internet (Computer network) Information storage and retrieval systems—Vocational guidance.

Title: **Get hired!: winning strategies to ace the interview**
Author: Green, Paul C.
Published: Austin, Tex.: Bard Books, c1996.
Subjects: Employment interviewing—Handbooks, manuals, etc. Job hunting—Handbooks, manuals, etc.

Title: **The guide to Internet job searching**
Author: Riley, Margaret.
Published: Lincolnwood, Ill.: VGM Career Horizons, c1996.
Subjects: Job hunting—Computer network resources. Internet (Computer network) World Wide Web (Information retrieval system)

Title: **Help wanted—: finding a job**
Published: [Washington, D.C.]: Office of Consumer & Business Education, Bureau of Consumer Protection, Federal Trade Commission, [1996]
Subjects: Consumer education—United States. Job hunting—Information services.

Title: **Help wanted—: finding a job**
Published: [Washington, D.C.]: Office of Consumer & Business Education, Bureau of Consumer Protection, Federal Trade Commission, [1996]
Subjects: Consumer education—United States. Job hunting—Information services.

Title: **Job search: the total system**
Author: Dawson, Kenneth M.
Edition: 2nd ed.
Published: New York: Wiley, c1996.
Subjects: Job hunting.

Title: **Jobs worldwide**
Author: Lay, David, 1941-
Published: Manassas Park, VA: Impact Publications, c1996.
Subjects: Employment in foreign countries. Americans—Employment—Foreign countries. Job hunting.

Title: **303 off-the-wall ways to get a job**
Author: Toropov, Brandon.
Published: Franklin Lakes, NJ: Career Press, c1996.
Subjects: Job hunting—United States.

Title: **Be your own headhunter online: get the job you want using the information superhighway**
Author: Dixon, Pam.
Edition: 1st ed.
Published: New York: Random House, c1995.
Subjects: Job hunting. Applications for positions. Resumes (Employment) Internet (Computer network)

Title: **Beat the odds: career buoyancy tactics for today's turbulent job market**
Author: Yate, Martin John.
Edition: 1st ed.
Published: New York: Ballantine Books, 1995.
Subjects: Vocational guidance. Career development. Career changes. Job hunting.

Title: **College grad job hunter: insider techniques and tactics for finding a top-paying entry level job**
Author: Krueger, Brian D.
Edition: 2nd ed., completely rev.
Published: Milwaukee: Quantum Leap Pub., 1995.
Subjects: Job hunting. Resumes (Employment) College graduates—Employment.

Title: **Dynamite tele-search: 101 techniques and tips for getting job leads and interviews**
Author: Krannich, Ronald L.
Published: Manassas Park, Va.: Impact Publications, c1995.
Subjects: Job hunting. Telephone in job hunting. Social networks.

Title: **Finding a job on the Internet**
Author: Glossbrenner, Alfred.
Published: Blue Ridge Summit, PA: Mc-Graw, 1995.
Subjects: Job hunting—Data processing. Resumes (Employment)—Data processing. Internet (Computer network).

Title: **Hook up, get hired!: the Internet job search revolution**
Author: Kennedy, Joyce Lain.
Published: New York: J. Wiley, c1995.
Subjects: Job hunting—Data processing. Internet (Computer network).

Title: **How to get a job in 90 days or less: a realistic action plan for finding the right job fast**
Author: DeLuca, Matthew J.
Published: New York: McGraw-Hill, c1995.
Subjects: Job hunting.

Title: **Jobsmarts for twentysomethings**
Author: Richardson, Bradley G.
Published: New York: Vintage Books, 1995.
Subjects: Job hunting. Vocational guidance.

additional resources

Title: **Network your way to your next job-fast**
Author: Lowstuter, Clyde C.
Published: New York: McGraw Hill, c1995.
Subjects: Job hunting. Career changes. Career development. Social networks.

Title: **The on-line job search companion: a complete guide to hundreds of career planning and job hunting resources available via your computer**
Author: Gonyea, James C.
Published: New York: McGraw-Hill, c1995.
Subjects: Job hunting—United States—Data processing.

Title: **Using the Internet in your job search**
Author: Jandt, Fred Edmund.
Published: Indianapolis, IN: JIST Works, c1995.
Subjects: Job hunting—Computer network resources. Internet (Computer network).

Title: **101 great answers to the toughest job search problems**
Author: Stevenson, Ollie, 1945-
Published: Hawthorne, NJ: Career Press, c1995.
Subjects: Job hunting—Handbooks, manuals, etc.

Title: **Adams job interview almanac**
Published: Holbrook, Mass. : Adams Media Corp., c1996.
Subjects: Employment interviewing. Job hunting.

Title: **Get hired! : winning strategies to ace the interview**
Author: Green, Paul C.
Published: Austin, Tex. : Bard Books, c1996.
Subjects: Employment interviewing—Handbooks, manuals, etc. Job hunting—Handbooks, manuals, etc.

Title: **Interviewing**
Author: Hirsch, Arlene S., 1951-
Edition: 2nd ed.
Published: New York : Wiley, c1996.
Subjects: Employment interviewing—United States. Job hunting—United States.
Series: The national business employment weekly premier guides series.

Title: **Job interviewing for college students**
Author: Shingleton, John D.
Published: Lincolnwood, Ill. : VGM Career Horizons, c1996.
Subjects: Employment interviewing. College graduates—Employment.

Title: **Killer interviews**
Author: Ball, Frederick W.
Published: New York : McGraw-Hill, c1996.
Subjects: Employment interviewing.

Title: **Knock 'em dead : the ultimate job-seeker's handbook**
Author: Yate, Martin John.
Edition: 1996 ed.
Published: Holbrook, Mass. : Adams Pub., c1996.
Subjects: Employment interviewing.

Title: **The perfect interview : how to get the job you really want**
Author: Drake, John D., 1928-
Edition: 2nd ed.
Published: New York : AMACOM, c1996.
Subjects: Employment interviewing.

Title: **101 dynamite questions to ask at your job interview**
Author: Fein, Richard, 1946-
Published: Manassas Park, VA : Impact Publications, 1996.
Subjects: Employment interviewing.

Title: **101 great answers to the toughest interview questions**
Author: Fry, Ronald W.
Edition: 3rd ed.
Published: Franklin Lakes, NJ : Career Press, c1996.
Subjects: Employment interviewing.

Interviewing

Title: **Best answers to the 201 most frequently asked interview questions**
Author: DeLuca, Matthew J.
Published: New York : McGraw-Hill, c1997.
Subjects: Employment interviewing.

Title: **The complete Q & A job interview book**
Author: Allen, Jeffrey G., 1943-
Edition: 2nd ed.
Published: New York : Wiley, c1997.
Subjects: Employment interviewing.

Title: **Information interviewing: how to tap your hidden job market**
Author: Stoodley, Martha.
Edition: 2nd ed.
Published: Chicago, IL : J.G. Ferguson Pub., 1996.
Subjects: Job hunting. Interviewing.

Title: **Interview for success: a practical guide to increasing job interviews, offers, and salaries**
Author: Krannich, Caryl Rae.
Edition: 6th ed.
Published: Manassas Park, VA : Impact Publications, 1997.
Subjects: Employment interviewing.

Title: **96 great interview questions to ask before you hire**
Author: Falcone, Paul.
Published: New York : AMACOM, c1997.
Subjects: Employment interviewing.

career placement

Career Services & Placement

113 Student Services
355-9510

Their web site is located at:

<http://web.msu.edu/csp/>

and provides links to sites with useful information for career planning, job search and interviews, and other internet resources.

Career Development Center

A Division of Career Services & Placement
6 Student Services Building
355-9510, ext. 335

Their web site is located at:

<http://web.msu.edu/csp/services/carplan.htm>

Handouts

Available free from the display racks outside of Room 6 Student Services (basement).

1. Resume Reference Books
2. Writing Your Resume
 - Layout
 - Portfolios
 - Chronological vs. Functional Resume Formats
 - Electronic Resumes
 - The Elements of a Good Resume
3. Portfolio Information Checklist
 - Preparing to Create Your Portfolio
 - What to Include
 - Finishing Touches
4. Chronological Resume Format and Action Verbs
5. Resume Critique Form & Sample Resumes
 - Appearance/Layout
 - Writing
 - Experience
6. CDC Fill-in Resume
7. Writing Cover Letters
8. Writing Your Vita

Resume Reference Books

Available at the Career Development Center Information Desk
For a complete listing of books, please see the "What's on the Shelf" notebook at the CDC Information Desk or the card catalog in their office.

How to Prepare Your Curriculum Vitae

Acy L. Jackson, Lincolnwood: VGM Career Horizons, 1994
Here are complete details on how to organize, draft, edit, and revise your C.V. Through text, worksheets, and sample C.V.s, the author provides clear, concise guidance on how to develop a professional, eye-catching vitae.

Sample Resumes Binder

Compilation of resumes used by MSU students.

Perfect Resume Strategies

Ellen Jackson & Tom Jackson, New York: Doubleday, 1992
Seventy-five success stories of real people in times of change: the resumes, cover letters, and strategies they used. Includes a capsule of effective job-finding techniques, a glossary of pertinent terms, and an overview of the job market in the 1990s.

Resumes! Resumes! Resumes!

By the Editors of Career Press, Hawthorne: Career Press, 1992
Top career experts show you the job-landing resumes that sold them. Features resumes from heads of the biggest personnel agencies, recruiting firms and outplacement centers, human resources pros at Fortune 500 companies, career authors and columnists.

Resumes for Advertising Careers, Resumes for Banking and Financial Careers, Resumes for Engineering Careers, Resumes for Environmental Careers, Resumes for Scientific and Technical Careers

The Editors of VGM Career Horizons, Lincolnwood: VGM Career Horizons, 1994

Each of these books contains a practical, up-to-date guide identifying the essential ingredients of a successful resume for the above careers. Includes nearly 100 sample resumes, numerous sample cover letters, worksheets that help you gather information and draft your resume, explanations of the most popular resume formats, tips on writing and active vocabulary for resumes, and advice on layouts.

Slam Dunk Resumes . . . That Score Every Time!

Steve Provenzano, Lincolnwood: VGM Career Horizons, 1994
Teaches you to add snap to your writing style, put pizzazz into your design and highlight your star qualities. A line-up of more than 100 sample resumes shows you how it's done by illustrating key points.

Smart Woman's Guide to Resumes and Job Hunting, Second Edition

Julie Adair King and Betsy Sheldon, Hawthorne: Career Press, 1993

Benefits homemakers and moms entering or reentering the work force, professional women who want to advance or switch careers, college grads and women entering the job market for the first time, and any woman who wants to get a job and get ahead.

Throw Away Your Resume, Second Edition

Robert Hochheiser, Hauppauge: Barron's Educational Series, Inc., 1990

A career placement strategy that shows how to take full control of your job search and get the position you really want. You can succeed without resorting to a routine that says little about your real talents and goals.