

**Hack Your Career: Dream Job FTW!**  
An Infopeople Webinar  
Wednesday, July 18, 2012  
<http://infopeople.org/training/hack-your-career>

### **Selected Resources**

#### **ALA JobList Career Development Resources.**

<http://joblist.ala.org/modules/jobseeker/controller.cfm>

Clearinghouse of librarian-specific resources for job seekers.

#### **Bailo, Paul J. *The Essential Phone Interview Handbook*. Pompton Plains, NJ: Career Press, 2012.**

Phone interviews pose a unique set of challenges, and this slim volume offers a great, concise guide.

#### **Bilton, Nick. "Erasing the Digital Past." *New York Times*. April 1, 2011.**

[http://www.nytimes.com/2011/04/03/fashion/03reputation.html?\\_r=1](http://www.nytimes.com/2011/04/03/fashion/03reputation.html?_r=1)

"The internet never forgets," says Bilton, and that can impact your career.

#### **Bolles, Richard N. *What Color Is Your Parachute?* 40<sup>th</sup> Anniversary ed. Berkeley, CA: Ten Speed Press, 2012.**

A classic work that has been published and updated each year for the last 40 years. It's a great resource for the "where do you want to go?" stage of career development. Despite the continual annual revisions, some advice does feel a bit dated, so perhaps best used as an accompaniment to newer works.

#### **Burns-Martin, Tracy. *Before and After Resumes: How to Turn a Good Resume Into a Great One*. Avon, MA: Adams Media, 2012.**

There are many very good resume guides, but this contemporary one gives helpful, specific advice for people facing many of the unusual situations that have arisen due to the current economic recession, including laid-off workers, career changers, and those re-entering the workforce after long-term unemployment.

#### **CalPERS. *The Civil Service Process*.**

<http://www.calpers.ca.gov/index.jsp?bc=/about/career/jobs/civil-service/home.xml>

Links to detailed information about California's state civil service process.

#### **Garfield, Simon. *Just My Type: a Book About Fonts*. New York: Gotham, 2011.**

Not an essential read for hacking your career, but possibly an enlightening one. What does the font on your resume communicate to your potential new employer?

#### **Holland, R. William. *Cracking the New Job Market: the 7 Rules For Getting Hired In Any Economy*. New York: AMACOM American Management Association, 2012.**

Intended for workers in the private sector, this book's focus on teaching readers how to demonstrate their value throughout the job search process makes it a worthwhile read for all job seekers.

**Kador, John. *301 Best Questions to Ask on Your Interview*. 2<sup>nd</sup> ed. New York: McGraw Hill, 2010.**

This is another work that is optimized for private-sector interviews. Nevertheless, Kador appropriately emphasizes the importance of asking questions during an interview and gives good insight into the strategy of formulating great questions.

**Leibman, Pete. *I Got My Dream Job and So Can You: 7 Steps to Creating Your Ideal Career After College*. New York: AMACOM American Management Association, 2012.**

An all-in-one volume that offers an approach to all aspects of the job search process. The most interesting part is the second half, where Leibman offers useful strategies for reaching full potential as a professional.

**Noble, David F. *Gallery of Best Resumes: a Collection of Quality Resumes by Professional Resume Writers*. 5<sup>th</sup> ed. Indianapolis, IN: JIST Works, 2012.**

Collections with large samples of resumes are an easy way to look at many different styles and determine which works best for you.

**Purdue University. *Purdue Online Writing Lab Resume Workshop*.**

<http://owl.english.purdue.edu/owl/resource/719/1/>

An online workshop that goes step-by-step through each section of the resume. Though intended for students and recent grads, the strategies and hints are useful to any resume writer.

**Reeves, Ellen Gordon. *Can I Wear My Nose Ring to the Interview? : the Crash Course, Finding, Landing, and Keeping Your First Real Job*. New York: Workman, 2009.**

Going far beyond the title question (and the answer to this question may surprise you), this quirky and concise guide covers many complexities of the job hunt. The sections on resumes and interviewing, in particular, offer solid, practical advice.

**University of Arizona Career Services. *Resume Guidelines*.**

[http://www.career.arizona.edu/docs/resumes/2011\\_resume\\_guidelines.pdf?sfvrsn=2](http://www.career.arizona.edu/docs/resumes/2011_resume_guidelines.pdf?sfvrsn=2)

20 page general guide to writing resumes that includes several example resumes.

**University of California, Davis Internship and Career Center. *Resumes*.**

[http://iccweb.ucdavis.edu/lab/pdf\\_la/Resumes\\_and\\_cover\\_letters\\_0809.pdf](http://iccweb.ucdavis.edu/lab/pdf_la/Resumes_and_cover_letters_0809.pdf)

A brief guide that offers great examples of resumes in various formats.

**USC Annenberg. *Job Search 101 Career Videos*.**

What Are Your Weaknesses?

<http://www.youtube.com/watch?v=7axi78kLejg&feature=related>

Interviewing Tips

[http://www.youtube.com/watch?v=6-J\\_\\_\\_\\_h3qgo&feature=relmfu](http://www.youtube.com/watch?v=6-J____h3qgo&feature=relmfu)

Facebook/Your Online Profile

<http://www.youtube.com/watch?v=Tsa27KSTHX4&feature=relmfu>

Cover Letter Advice

<http://www.youtube.com/watch?v=s-E6OSLCwIU&feature=relmfu>

Your Resume

<http://www.youtube.com/watch?v=Hcgr-GS5nql&feature=relmfu>

Recruiting director and career-guide author Brad Karsh gives helpful pointers in this series of short videos.