

Job Search Links July 2015

The job market is extremely tight and certain age brackets have an even tougher time than others. A little known fact about job search is that 80 percent of jobs are NOT advertised. This means that everyone who wishes to land a job easily must network. Take your job search even more seriously than your job. The good news is that there is a wealth of resources to help you sell yourself today, both online and books.

I suggest that everyone begin by googling Robin Ryan and begin job search by listening to this video or another one like it on targeted job search, which will help job seekers to have a presentation with POW!

60 Seconds and You're Hired! with Robin Ryan -- Career Boost Camp 2013

https://youtu.be/J_lgyK37JJM

Robin Ryan has covered the market on job search - I suggest looking particularly for these books and resources

60 Seconds and you're hired

<http://www.amazon.com/Seconds-Youre-Hired-Robin-Ryan/dp/0143112902>

Over 40 and you're hired

http://www.amazon.com/Over-40-Youre-Hired-Secrets/dp/0143116983/ref=sr_1_1?s=books&ie=UTF8&qid=1435921749&sr=1-1&keywords=over+40+and+your+hired

This is a link to a great pdf summarizing many of the job search/interview principles from Adolphus College

https://gustavus.edu/servantleadership/careercenter/pdf/Interviewing_Techniques.pdf

The other series I strongly recommend is Knock 'Em Dead –

Cover letters

http://www.amazon.com/Knock-Dead-Cover-Letters-Strategies/dp/1440579067/ref=sr_1_1?s=books&ie=UTF8&qid=1435921972&sr=1-1&keywords=cover+letters+that+knock+'em+dead

Here's a pdf of some of the book's main points

<http://www.bbj.org/Docs/Cover Letters That Knock Them Dead.pdf>

Resumes

http://www.amazon.com/Knock-Dead-Resumes-Killer-Interviews/dp/1440579075/ref=sr_1_1?s=books&ie=UTF8&qid=1435922058&sr=1-1&keywords=resumes+that+knock+'em+dead

Here's a pdf of the main points in the book

http://be.wvu.edu/careers/students/Knock_em_Dead.pdf

Here's the Eastman Musicians' Cover letter and resume guides – HOWEVER – I would strongly suggest that with publications like this which are old – in this case - 10 years old - that you take only the kernels of information which are timeless and go to modern resources to help you with your materials.

https://www.esm.rochester.edu/iml/careers/documents/coverletter2005_000.pdf

<https://www.esm.rochester.edu/iml/careers/documents/resumeguide2005.pdf>

Most of us know that the internet and technology has changed everything and is changing faster than we can think. Avail yourself of its wealth and begin brainstorming where you can find the help you need. With any book you pick up – make sure you get the latest version – and make sure to google the title and find out if there are updates, workshops, lectures, etc by the experts. Use Youtube and your search engine to find examples of great cover letters, resumes, and CVs targeted to your specific job area. Check out University Job resources online, and sites like Indeed.com which will also have up-to-date help sections on job search. Search Forbes magazine and Wall Street Journal which regularly run articles on the job market.

This is a great book for those looking for academic job searches

http://www.amazon.com/Academic-Job-Search-Handbook-4th/dp/0812220161/ref=sr_1_8?s=books&ie=UTF8&qid=1435923036&sr=1-8&keywords=best+books+on+job+search

A great resource for CVs

http://www.amazon.com/CV-Handbook-curriculum-owners-manual/dp/1463676190/ref=sr_1_1?s=books&ie=UTF8&qid=1435923932&sr=1-1&keywords=CV+handbook

You can also find lots of advice on what not to do

5 opening lines that are straight up killing your cover letter - Forbes

<http://www.forbes.com/sites/dailymuse/2015/06/30/5-opening-lines-that-are-straight-up-killing-your-cover-letter/>

Networking is the key to a streamlined job search. Everyone looking for a position should have a well-crafted Linked-In profile. Linked-In also has a wealth of resources for job search – study them.

Pick up this resource – or one like it and build a killer profile

http://www.amazon.com/Write-KILLER-LinkedIn-Profile-Mistakes-ebook/dp/B007708HJC/ref=sr_1_1?s=books&ie=UTF8&qid=1435924683&sr=1-1&keywords=linkedin+books

Use Linked-In religiously, but don't neglect in-person networking as well. Job search is work, but it can be exhilarating if done well, because a great job search will reveal your talents not only to your prospective employer, but you will learn a lot as well – and get yourself hired!

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