

RUTGERS

**CAREER PLANNING & JOB SEARCH
RESOURCE GUIDE**

Edition 5 November 2019*

***Section II content is as of January 2015**

RUTGERS

Rutgers Business School
Alumni Association

Career Resources Committee

Important Note:

This Resource Guide has been prepared by volunteers who are members of the Rutgers Business School Alumni Association (RBSAA) Career Resources Committee. Its purpose is to help fellow RBS alumni – and future alumni – in their career planning and job search efforts. This Resource Guide is provided free of charge.

We are proud to publish this fifth edition of the Resource Guide. Edition 1 was published in April 2010, Edition 2 in February 2011, Edition 3 in February 2012 and Edition 4 in December 2014/ January 2015. In each prior edition, we have added a number of new resources and removed or updated outdated links. In this July 2019 edition only Section I has been updated. If you find a link that interests you in Section II is broken, try searching the web for the title and author. That will often bring you to the new web location of the same item.

While we have tried to research and produce a useful guide, any information provided in this Resource Guide is neither a recommendation nor an endorsement of the products, services, viewpoint, information or advice of any of the individuals, organizations or businesses listed.

We disclaim any liability for errors and omissions. We also disclaim responsibility for any changes in contact information listed and for any listed resources changing location or becoming unavailable. This disclaimer shall extend to the RBSAA, the members of the Career Resources Committee, and any and all people or organizations otherwise involved in the preparation or dissemination of this Guide.

The reader/user is strongly encouraged to check out these and other resources for his/her purposes. Many of these resources are found on the Internet. The bibliographic format used for Internet material is: Author. "Title of Article." Name of Website. Date posted or updated. Publisher. Date we saw it. Link.

If you would like to volunteer to work on the RBSAA Career Resources Committee or any other RBSAA committee, kindly e-mail: volunteers@rbsaa.org.

I. RUTGERS CAREER SERVICES (updated September 2019)

Rutgers Business School

Rutgers Business School currently has ten offices dedicated to serving the unique career needs of *RBS students* and, as available resources permit, *RBS alumni*. These include offices serving: Newark undergraduates, New Brunswick undergraduates, MBAs, EMBA's, those in the graduate accounting programs and each of the other specialty programs.

For alumni, the central contact for all of the RBS Career Management offices is: RBS Careers@Business.Rutgers.edu, 848 445 3600. They will direct you to the particular RBS Career Management office for the program you graduated from. Contact that office to find out what career services they provide to alumni.

Below are links to the websites for those RBS Career Management offices that currently have websites:

- MBA Office of Career Management
One Washington Park, Suite 142
Newark, NJ 07102 <https://www.business.rutgers.edu/part-time-mba/career-management> and
<https://myrbs.business.rutgers.edu/mba/career-management-resources>**

- Office of Career Management (RBS Undergraduates - Newark)
One Washington Park – 3rd floor
Newark, NJ 07102
<https://myrbs.business.rutgers.edu/undergraduate-newark/career-management>
- Office of Career Management (RBS Undergraduates - New Brunswick)
100 Rockafeller Road
Piscataway, NJ 08854-8054
<https://www.business.rutgers.edu/undergraduate-new-brunswick/career-management>
- EMBA Career Management
One Washington Park
Newark, NJ 07102
973 353 1126 <https://www.business.rutgers.edu/executive-mba/career-services>

The primary focus of the RBS Career Management Offices necessarily is to serve the needs of current RBS students. RBS career support services for alumni are more limited than for students. Nevertheless, these offices are committed to lifelong learning and alumni support – and continue to implement improvements to career services delivery systems to enhance support for working professionals in the student body and alumni.

Rutgers University and Rutgers University Alumni Association

Rutgers University has career services offices in Newark, New Brunswick and Piscataway, NJ that serve the career and job search needs of all Rutgers students (including RBS students), at both the undergraduate and graduate levels:

- Career Development Center: Newark
360 Dr. Martin Luther King Jr. Blvd. – Hill Hall 112
Newark, NJ 07102
<http://cdc.newark.rutgers.edu/>
973 353 5311
- Career Exploration & Success (formerly University Career Services): New Brunswick College Ave. Campus
Gateway Transit Village, 106 Somerset St., 4th Floor (next to Barnes & Noble)
New Brunswick, NJ 08901
<https://careers.rutgers.edu>
848 932 7997
- Career Exploration & Success (formerly University Career Services): Busch Campus
Busch Student Center, 604 Bartholemew Rd.
Piscataway, NJ 08854
<https://careers.rutgers.edu>
848 445 6127

These offices provide a variety of career planning and job search services such as:

- Career assessments
- Career advising – in person and virtual
- Online job posting system
- Online career resources

- Career fairs
- Workshops and networking events
- Student-Alumni Career Connect networking platform

For alumni: Rutgers University Alumni Association, Alumni Career Services, <http://www.alumni.rutgers.edu/careerresources/>, alumnicareerservices@ruf.rutgers.edu can provide access to some of the services available to students as well as other job search and career planning resources available only to alumni. Note that there are fees for some of these services to alumni and that they may be waived or lowered in compelling hardship situations.

II. SERVICES/RESOURCES/TOOLS AVAILABLE FROM OTHER SOURCES

(as of January 2015)

Career Planning

- **About.com** – www.about.com

McKay, Dawn Rosenberg. “The Career Planning Process: Taking It Step-By-Step.” [About.com](http://careerplanning.about.com/cs/choosingacareer/a/cp_process.htm). About.com. 19 Jan. 2014. http://careerplanning.about.com/cs/choosingacareer/a/cp_process.htm

Nathanson, Craig. “The Mid-Life Challenge: Make a Plan to Re-ignite Career Passion.” [About.com](http://humanresources.about.com/od/careerdevelopment/a/career_passion.htm). About.com. 19 Jan. 2014. http://humanresources.about.com/od/careerdevelopment/a/career_passion.htm
- **Quintessential Careers** – www.quintcareers.com

Good site with articles on every aspect of career management and job search. Take a few minutes just to look through the tools and articles on the site.

Hansen, Randall and Katharine Hansen. “Using a SWOT Analysis in Your Career Planning.” [Quintessential Careers.com](http://www.quintcareers.com/SWOT_Analysis.html). Quintessential Careers. 19 Jan. 2014. http://www.quintcareers.com/SWOT_Analysis.html

Hansen, Randall. “Developing a Strategic Vision for Your Career Plan.” [Quintessential Careers](http://www.quintcareers.com/career_plan.html). Quintessential Careers. 19 Jan. 2014. http://www.quintcareers.com/career_plan.html
- **Articles**

Augustine, Amanda. “Returning to Work? How to Handle the Employment Gap.” [Theladders.com](http://info.theladders.com/blog/bid/163647/Returning-to-Work-How-to-Handle-the-Employment-Gap). 7 Nov 2012. Theladders.com. 30 Jan 2014. <http://info.theladders.com/blog/bid/163647/Returning-to-Work-How-to-Handle-the-Employment-Gap>

Benko, Cathy. “A To-Do List for the CEO of Your Career.” [Harvard Business Review](http://blogs.hbr.org/2010/12/to-do-list-for-ceo-of-your-career/). Dec. 13, 2010. Harvard Business Publishing. 19 Jan. 2014. <http://blogs.hbr.org/2010/12/to-do-list-for-ceo-of-your-career/>

“Career Development Process.” [University of Wisconsin](http://continuingstudies.wisc.edu/advising/careerdevelopment.htm). Board of Regents of the University of Wisconsin System. 19 Jan. 2014 <http://continuingstudies.wisc.edu/advising/careerdevelopment.htm>

A good, basic overview of career development and the career development process.

“What is Career Management?” [Career Vision.org](http://www.careervision.org/About/CareerManagement.htm). Career Vision. 19 Jan. 2014. <http://www.careervision.org/About/CareerManagement.htm>

- **Books**

Adler, Lou. The Essential Guide for Hiring and Getting Hired. Workbench Media, 2013.

This book is written for everyone involved in the hiring process, from managers and recruiters to job seekers, by giving them an inside view of the hiring process from all perspectives.

Bolles, Richard N. What Color Is Your Parachute? 2014: A Practical Manual for Job-Hunters and Career-Changers. Ten Speed Press, 2013.

A classic for over 40 years, this book helps people to find new direction and change careers. It is updated annually, keeping it relevant and contemporary. It is listed in the Library of Congress as one of the 25 Books That Have Shaped Readers' Lives.

Bridges, William. Transitions: Making Sense of Life's Changes. De Capo Press, 2004.

Transitions, originally published in 1980, provides a roadmap of the transition process so you can both understand and embrace the process, leading to the ability to better cope with change. This 25th Anniversary edition includes a new chapter dedicated to change in the workplace.

Ibarra, Herminia. Working Identity: Unconventional Strategies for Reinventing Your Career. Harvard Business School Press, 2004.

The stories of 23 people who successfully shifted careers that serves as a guide to deciding whether or not to stay in a career.

Scher, Barbara with Barbara Smith. I Could Do Anything if I Only Knew What it Was: How to Discover What You Really Want and How to Get it. Dell, 1995.

- **United States Department of Labor - Bureau of Labor Statistics – www.bls.gov**

Thinking about changing jobs or career fields? This government-sponsored site, updated every two years, lists hundreds of jobs along with information on the training and education needed, earnings, expected job prospects, what workers do on the job and working conditions. A printed version is published by a private company, www.bernan.com, in hard cover or paperback, and is available at many libraries.

Bureau of Labor Statistics. U.S. Department of Labor. 2014-2015 *Occupational Outlook Handbook*. 28 May 2014. <http://www.bls.gov/ooh/>

Job Search Strategy and General Advice

- **6 Figure Jobs – <https://www.6figurejobs.com/>**

A free membership site for job leads for prescreened “senior level and executive professionals.” Their blog <http://blog.6figurejobs.com/> offers quality articles and an extensive archive with posts from April 2007 to current.

- **Absolutely Abby – <http://www.absolutelyabby.com/>**

A mix of good articles by Abby Kohut, a professional recruiter, popular speaker and writer, who focuses on job search topics. The site also features her products and services which include books, teleseminars and private sessions. Some interesting articles with knowledgeable practical advice, but no index so you have to wander around a bit. One example of a book by Abby being sold on the website: Absolutely Abby's 101 Job Search Secrets.

- **AARP – www.aarp.org/work/**

Of course, their information is geared to the Baby Boomer audience but most of it is useful to anyone.

- **Berman Larson Kane** – www.jobsbl.com
Check out this employment agency’s newsletter and blog and interview advice articles (under the Job Seekers tab).
- **CareerBliss.com** – www.careerbliss.com
The CareerBliss.com online community helps you to find happiness at work. It has an assessment that identifies what’s important to you. It also has company reviews and salary information provided by actual employees as well as job postings and career advice.
- **Get Interviews.com** – <http://www.getinterviews.com/>
Under the Articles tab, there is a long list of articles. Most of them are short and don’t go into too much depth.
- **Jibber Jobber** – www.jibberjobber.com
Jibber Jobber is a career management site that helps you to organize and manage your job search by tracking jobs you apply for, personal contacts and target companies. The basic service is free, but requires signing up. Upgrades are available and you can switch between the free and upgraded service without losing any data. Comments about various websites are particularly helpful.
- **Quintessential Careers** – www.quintcareers.com
Quintessential Careers “empowering job seekers since 1996” provides a range of career tools, job hunting tools, job leads and articles for students, job seekers, career changers and others.
- **Social Jobs Partnership** – <http://www.facebook.com/socialjobs>
The result of a partnership between Facebook, government and nonprofit employment-related groups, the Social Jobs Partnership links job seekers to information on job training and job openings in their geographic area using social networks. It will also help users to see how the skills they learned in their previous positions can be relevant in other lines of work.
- **The Career News** – www.thecareernews.com
A weekly newsletter dedicated to tips and tools for a job search. Each issue is a combination of helpful articles and ads for their products. It is easy to scan for articles of interest, though, as the listing of past issues includes all the articles.
- **The Doostang blog** – <http://www.doostang.com/>
Doostang is a paid membership site that provides networking and job leads but there are some good articles available to non-members. Scroll about three-quarters of the way down and look at any of the categories in the row that begins with “Job Search Tips” and “Career Advice” in small caps.
<http://blog.doostang.com/>
- **TheLadders** – <http://www.theladders.com/>
TheLadders is a paid service that helps people looking for \$100K+ jobs. The Career Advice section – available to non-members – has good articles which tend to be a little more advanced or sophisticated than those on some of the other sites. <http://www.theladders.com/career-advice>
- **Tim’s Strategy** – www.timsstrategy.com
Lots of tools and templates to support your job search that you can download for free, plus a well-indexed list of posts by Tim Tyrell-Smith and guest bloggers on various job search and career-related topics.

- **Weddle's** – www.weddles.com
Check out the “Job Seekers” tab at the top of the home page. Resources for job seekers on this website include free job alerts, webinars, newsletters and career evaluation – as well as books for sale.
- **Articles**
 - “22 Secrets HR Won't Tell You About Getting a Job.” [Care2.com](http://www.care2.com/news/member/163705039/2754353). 21 March 2011. Care2.com. 21 Jan. 2014. <http://www.care2.com/news/member/163705039/2754353>
Be prepared for some hard-hitting but controversial comments.
 - Aquino, Judith. “Headhunters Reveal 11 Ways to Ruin Your Chances Of Getting A Job.” 22 June 2011. [BusinessInsider.com](http://www.businessinsider.com/headhunters-reveal-11-ways-to-ruin-your-chances-of-getting-a-job-2011-6). 21 Jan. 2014. <http://www.businessinsider.com/headhunters-reveal-11-ways-to-ruin-your-chances-of-getting-a-job-2011-6>
 - Augustine, Amanda. “7 Apps to Increase Career and Job Search Success.” [TheLadders.com](http://info.theladders.com/your-job-search/7-apps-for-managing-your-career-and-job-search?et_id=3780628998). 17 Sep. 2013. TheLadders.com. 23 Mar. 2014. http://info.theladders.com/your-job-search/7-apps-for-managing-your-career-and-job-search?et_id=3780628998
 - Augustine, Amanda. “Optimize Your Job Search for the New Age in Recruiting.” [TheLadders.com](http://info.theladders.com/your-job-search/optimize-job-hunt-for-mobile-recruiting?et_id=4155964558). 18 Mar. 2014. TheLadders.com. 23 Mar. 2014. http://info.theladders.com/your-job-search/optimize-job-hunt-for-mobile-recruiting?et_id=4155964558
Contains some pitches for mobile applications by The Ladders, but also good tips for job-searching in an increasingly digital age.
 - Cendella, Marc. “Job Search 102, Expensive Articles we Wrote for Professionals Like You.” [TheLadders.com](http://www.theladders.com/career-newsletters/job-search-102-expensive-articles-we-wrote-for-professionals-like-you). TheLadders.com. 29 Jan 2014. <http://www.theladders.com/career-newsletters/job-search-102-expensive-articles-we-wrote-for-professionals-like-you>
A collection of 49 articles on resumes and job search.
 - Chapman, Jack. “Salary Negotiation Tips: Going for the Max.” [TheLadders.com](http://www.theladders.com/career-advice/salary-negotiation-tips-going-for-the-max). 17 Jan. 2012. TheLadders.com. 21 Jan. 2014. <http://www.theladders.com/career-advice/salary-negotiation-tips-going-for-the-max>
 - Chapman, Jack. “Salary Negotiation Tips: Playing it Straight.” [TheLadders.com](http://www.theladders.com/career-advice/salary-negotiation-tips-playing-it-straight). TheLadders.com. 23 Mar. 2014. <http://www.theladders.com/career-advice/salary-negotiation-tips-playing-it-straight>
 - Chapman, Jack. “Salary Negotiation Tips: Thou Shalt Not Worry About Earthly Economy.” [TheLadders.com](http://www.theladders.com/career-advice/salary-negotiation-tips-thou-shalt-not-worry-about-earthly-economy). 21 March 2011. TheLadders.com. 21 Jan. 2014. <http://www.theladders.com/career-advice/salary-negotiation-tips-thou-shalt-not-worry-about-earthly-economy>
 - Dugan, Heather. “8 Reasons You Should Turn Down That Job Offer.” [Salary.com](http://www.salary.com/8-good-reasons-to-reject-a-job-offer/). Salary.com. 1 Mar. 2014. <http://www.salary.com/8-good-reasons-to-reject-a-job-offer/>
 - Eggers, Kelly. “The 10 Worst Mistakes of First-Time Job Hunters” [FINS.com](http://www.fins.com/Finance/Articles/SBB0001424052970204226204576601420036627098/The-10-Worst-Mistakes-of-First-Time-Job-Hunters?reflink=djm_emailfinhouse_nov0111_wsjpg). 11 Oct. 2011. Dow Jones & Co., Inc. 22 Jan. 2014. http://www.fins.com/Finance/Articles/SBB0001424052970204226204576601420036627098/The-10-Worst-Mistakes-of-First-Time-Job-Hunters?reflink=djm_emailfinhouse_nov0111_wsjpg
 - Emmanuel, Bobby. “Branding Yourself in Mid Life.” [Internsoverforty.com](http://internsoverforty.com/2012/02/24/branding-yourself-in-mid-life/?qoback). 24 Feb. 2012. Internsoverforty.com. 23 Mar. 2014. <http://internsoverforty.com/2012/02/24/branding-yourself-in-mid-life/?qoback>

"Finding a Job Is a Job: Job Search Strategy for 50+ Workers." AARP.org. Jan. 2012. AARP. 22 Jan. 2014. http://www.aarp.org/work/job-hunting/info-07-2008/finding_job_is_job.html/?cmp=NLC-EDO-MEM-020712-JOBS-EM1-WC&link=text1

Francis, Derek. "Super Saver – Writing off your job search could ease your tax burden." wzzm13.com. 17 Feb. 2011. wzzm13.com. 22 Jan. 2014. <http://www.wzzm13.com/news/article/153874/14/Super-Saver--Writing-off-your-job-search>

Hansen, Randall. "Job-Hunting in Times of Uncertainty: Five Overlooked Strategies to Help Make Your Job Search More Productive – and Successful." Quintessential Careers. Quintessential Careers. 21 Jan. 2014. http://www.quintcareers.com/job-search_strategies.html

"How to Set Yourself Apart in a Job Fair." Doostang.com. 4 April 2013. Doostang.com. 21 Jan. 2014. <http://blog.doostang.com/doostang-news-how-to-set-yourself-apart-in-a-job-fair/>

"Job-Hunt Tips from the Depression Era." Jobsbl.com. Sept. 2011. Berman Larson Kane, Inc. 22 Jan. 2014. <http://jobsbl.com/career-report-september-2011-issue-139/>

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Matts, Janet B. "Coaching During the Transitioning Fifties: When the Traditional Employment Contract Has Been Broken or Work as We Have Known it Doesn't Work Anymore." JanetMatts.com. 2008. JanetMatts.com. 23 Mar. 2014. http://www.janetmatts.com/pdf/janetmatts_transitioningfifties.pdf

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Miller, Marc. "Paying it Forward to Establish Your Personal Brand." Personalbrandingblog.com. 7 Jul. 2013. Personalbrandingblog.com. 23 Mar. 2014. <http://www.personalbrandingblog.com/paying-it-forward-to-establish-your-personal-brand/>

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Moore, Brian. "App-plied wisdom: Smartphone programs for job seekers proliferate." New York Post. 7 Feb. 2011 New York Post. 22 Jan. 2014. http://www.nypost.com/p/news/business/jobs/app_plied_wisdom_S5X6IILL0B9UN25IAEN74J

Purdy, Charles. "The Monster 11 for 2011: Career Experts Who Can Help Your Job Search." Monster.com. 22 Dec. 2010. Monster.com. 22 Jan. 2014. <http://monster.typepad.com/monsterblog/2010/12/monster-11-for-2011.html>

Rapple, Rebecca. "Is Perspective Killing Your Job Search?" Personalbrandingblog.com. 17 Jun. 2012. Personalbrandingblog.com. 23 Mar. 2014. <http://www.personalbrandingblog.com/is-perspective-killing-your-job-search/>

Rasmussen, Dawn. "The Job Search Plan: The Most Important Tool Ever in Your Arsenal." TalentZoo.com. 21 Jan. 2014. http://www.talentzoo.com/beneath-the-brand/blog_news.php?articleID=2763

Ryan, Liz. "7 Ways Job-Seekers Sabotage Themselves." Kiplinger.com. Aug. 2011. The Kiplinger Washington Editors, Inc. 22 Jan. 2014. <http://www.kiplinger.com/slideshow/7-ways-jobseekers-sabotage-themselves/1.html#top>

Saia, Rick. "5 Tax Deduction Tips for Job Seekers." The Pongo Blog. 3 Feb. 2011. The Pongo Blog. 22 Jan. 2014. <http://www.pongoresume.com/blogPosts/673/5-tax-deduction-tips-for-job-seekers.cfm?CFID=12886659&CFTOKEN=58ac0279063012b5-119E3ADB-5056-8D3D-6649350F2596C9FF&jsessionid=48301b0c286d6f4e73e04f7e764367194268>

Schwartz, Nelson D. "In Hiring, a Friend in Need is a Prospect, Indeed." NYTimes.com. 27 Jan 2013. NYTimes.com. 10 Dec 2013. http://www.nytimes.com/2013/01/28/business/employers-increasingly-rely-on-internal-referrals-in-hiring.html?_r=1&

Shinder, Debra. "Top job hunting apps to help you find employment." TechRepublic.com. 14 Sept. 2011. CBS Interactive. 22 Jan. 2014. <http://www.techrepublic.com/blog/smartphones/top-job-hunting-apps-to-help-you-find-employment/3535?tag=nl.e101>

Sumser, John. "Why You'll Never Get a Job by Searching For One." Glassdoor.com. 18 May. 2012. Glassdoor.com. 30 Jan 2014. <http://www.glassdoor.com/blog/youll-job-searching>

Sundheim, Ken. "Key Salary Negotiation Tips." Personalbrandingblog.com. 7 Jul. 2013. Personalbrandingblog.com. 23 Mar. 2014. <http://www.personalbrandingblog.com/key-salary-negotiation-tips/>

Sweidan, Donna. "Become Your Own Job Creator in 10 Simple Steps." Jobmob.co.il. 13 Sep. 2013. Jobmob.co.il. 23 Mar. 2014. <https://jobmob.co.il/blog/job-creator-for-yourself/>

Tintle, Paige. "Building a Job Search Strategy to Meet Your Needs." TheLadders.com. 15 Jan. 2013. TheLadders.com. 27 Jan 2014. <http://info.theladders.com/blog/bid/169390/building-a-job-search-strategy-to-meet-your-needs>

- Books

Adler, Lou. Hire With Your Head: Using Performance-Based Hiring to Build Great Teams. John Wiley & Sons Inc., 2007.

Although written to guide hiring managers and Human Resources professionals in candidate screening and selection, this can help job seekers in planning their job search and preparing for interviews.

Boyd, John. The Illustrated Guide to Selling You. Bookwise Publishing, 2011.
Helps job seekers find rewarding work with illustrations for every concept.

Herman, Roger and Joyce Gioia with Andrew Perry. How to Choose Your Next Employer. Oak Hill Publishing Co., 2000.

This book addresses how to assess "job fit."

Lucht, John. Rites of Passage at \$100,000 to \$1 Million+: Your Insider's Lifetime Guide to Executive Job-Changing and Faster Career Progress in the 21st Century. Viceroy Press, 2001, 2nd Edition.
A well-known classic bestseller guide to executive job search by John Lucht, an executive recruiter.

Kennedy, Mary A. Finding The Right Job: A Step-By-Step Approach. MLG & Associates, 2012.

Focuses on discovering one's passion and seeking out the job you "were meant to do" vs. just landing a job that will only last until the next layoff.

Vega, Lizandra. The Image of Success: Make a Great Impression and Land the Job You Want. AMACOM, 2010.

Recruiting firm executive Lizandra Vega helps job seekers understand the importance of image projection for landing the jobs they want.

Whitcomb, Susan Britton, Chandlee Bryan and Deb Dib. The Twitter Job Search Guide: Find a Job and Advance Your Career in Just 15 Minutes a Day. Jist Works, 2010.

Explains how a small daily investment of time using Twitter can energize job searches and help advance careers.

Yate, Martin. Knock 'em Dead 2014: The Ultimate Job Search Guide. Adams Media, 2013.

In this classic annually updated guide, Martin Yate contributes his expertise on every aspect of the job search including information on crafting resumes, effective use of social networks, and interview skills.

The Directory of Executive & Professional Recruiters 2011-2012. Kennedy Information, 2010.

Published since 1971 and known as “The Red Book”, this guide is the classic resource for researching both retained and contingency recruiters. It is available in print and electronic versions at <http://recruiterredbook.com/>. (The print version was last updated in 2010; the electronic version is current). Many libraries have this publication – in print or electronic versions.

- Radio

“Your Career is Calling” radio program from Rider University on 107.7 FM on Sundays from 8:00 to 9:00 AM and rebroadcast on Thursdays at 9 PM. The program is hosted by Frank Kovacs and Wanda Ellett who offer tips on job search, networking, interviewing, etc. Program is broadcast live at www.1077TheBronc.com. Podcasts can be found at http://comm.rider.edu/thebronc/?page_id=356.

Overcoming “Overqualified” Concerns

- Articles

Green, Allison. “Why Employers Don’t Want to Hire Overqualified Candidates.” Money.usnews.com. 31 Jul. 2013. Money.usnews.com. 23 Mar. 2014. <http://money.usnews.com/money/blogs/outside-voices-careers/2013/07/31/why-employers-dont-want-to-hire-overqualified-candidates>

Halpern, Megan. “How to Apply for a Job You’re Overqualified For.” Themuse.com. 7 Nov. 2013. Themuse.com. 23 Mar. 2014. <http://www.themuse.com/advice/how-to-apply-for-a-job-youre-overqualified-for>

Parris, Jennifer. “What to Do When You’re Overqualified for a Job.” Mashable.com. 29 Jun. 2013. Mashable.com. 23 Mar.2014. <http://mashable.com/2013/06/29/overqualified/>

Ricker, Susan. “What Does it Take to be Considered Overqualified?” Careerbuilder.com. 26 Feb. 2013. Careerbuilder.com. 23 Mar. 2014. <http://www.careerbuilder.com/Article/CB-3283-Job-Search-Strategies-What-does-it-take-to-be-considered-overqualified/>

Tavello, Brittney. “Turn Overqualified Into Perfectly Qualified.” Thejobscholar.com. 21 Oct. 2013. Thejobscholar.com. 1 Mar. 2014. <http://thejobscholar.com/turn-overqualified-perfectly-qualified/>

Ryan, Robin. “How to Handle ‘You’re Overqualified’ in Interviews.” TheLadders.com. TheLadders.com. 23 Mar. 2014. <http://www.theladders.com/career-advice/how-to-handle-youre-overqualified-interviews>

White, Martha C. “5 Signs You’re Overqualified For Your Job.” Business.time.com. 10 Feb. 2014. Business.time.com. 23 Mar. 2014. <http://business.time.com/2014/02/10/5-signs-youre-overqualified-for-your-job/>

- **Books**

Falcone, Lucille. Overcoming the Overqualified Myth. Amazon Digital Services, 2011.
This e-book helps readers understand the importance, especially in the current competitive job market, of overcoming the perception that the candidate is overqualified.

Staying Motivated

- **Articles**

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- **About.com – www.about.com**

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- **Indeed.com – www.indeed.com**

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- **Job Board Reviews** – www.jobboardreviews.com
 Not a lot of reviews, but lists a large number of job boards by category and industry.
- **Linkup Job Search Engine** – www.linkup.com
 Linkup is a job search engine that lists jobs taken directly from over 23,000 company websites. Since companies do not necessarily advertise all of their jobs openings on Monster or CareerBuilder, etc., this site may contain job openings that cannot easily be found elsewhere. Multiple search options can include job title or keywords, and city or zip code.
- **Quintessential Careers** – www.quintcareers.com
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- **Books**
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 Listing “The Top 100” and “The Best of the Rest” this resource covers more than 10,000 job search sites. This paperback costs more than \$45; free updates are available during the year on WEDDLES.com. Check your public library to see if they have a copy available.

Resumes

Use these as starting points for your own customized, personalized resume. If you copy a resume seen here and just use it, you’re missing the point. Some of these are better than others.

- **Resume-Resource** – <http://www.resume-resource.com/>
 Contains samples of resumes for many different positions. Some very good examples.
 The following is a link to an excellent thesaurus to help you find power words and active (rather than passive) words for use when writing a resume.
 “Resume PowerVerbs.” [Resume-Resource](http://www.resume-resource.com). Resume-Resource. 13 Feb. 2014. <http://www.resume-resource.com/resumeverbs.html>.

- **The Damn Good Resume** – www.damngood.com
Resume samples, tips and information on resume writing including Q&A's as well as advice on handling difficult resume problems (<http://www.damngood.com/catalog/problems.html#anchor274858>). Click on the "Free Advice" button at the bottom to get to more questions and information.
- **Free Resume Example** – <http://www.free-resume-example.com>
Resume examples are pretty basic but there is some good information there.
- **Resume Examples** – <http://www.exampleresumes.org/>
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- **Articles**
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Cover Letters

Cover letters should also be customized to the job you are applying for. Do not copy something you see here.

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- **Amazing Cover Letters** – www.amazing-cover-letters.com

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http://ezinearticles.com/?expert=Jimmy_Sweeney – and more on his newer website: www.CareerJimmy.com

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Interviews

- **About.com** – www.about.com

Job interview preparation tips including how to get ready for a job interview, how to take time off to interview, what to bring to a job interview and more advice on preparing for job interviews. A collection of links on the topic of job interview preparation.

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Leffkowitz, Peter. "The Insider's Guide to Competitive Interviewing." Marc-Allen.com. Marc-Allen.com. 23 Mar 2014. http://www.marc-allen.com/resources/interviewing_guide.pdf

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- **Books**

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Follow-Up

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"Free Sample Job Interview and Career Thank-You Letters for Job-Seekers." Quintessential Careers.com. Quintessential Careers. 16 Feb. 2014. http://www.quintcareers.com/sample_thank-you_letters.html

- **The Damn Good Resume – www.damngood.com**

Click on the "Free Advice" button and scroll down the page.

Parker, Yana. "Follow Up Letter Guide." The Damn Good Resume.com. Yana Parker. 16 Feb. 2014. <http://damngood.com/ready/exmpl/follow-up.html>

- **Articles**

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