



Marketing Yourself: Resources for an Excellent Résumé, Strong Interview Skills & More

The following list represents a sampling of resources available to assist you with crafting or updating your résumé, brushing up on interview skills and networking, the basics of salary negotiations, and more. Please feel free to visit any PPLD branch for more information.

Electronic Databases

Electronic Databases are available 24 hours a day/7 days a week! Just go to the library website at www.ppld.org, and click on "Electronic References."*

**Most databases are available to resident cardholders only (library card numbers that begin with a "4")*

- **Career Guidance Center**
Comprehensive and up to date, this database profiles more than 2,000 of today's most exciting jobs in more than 90 industries. Includes Job-Hunting and Workplace skills, including writing cover letters, résumés, and interviewing.
- **Career Library**
Comprehensive information resource for career and college research. Includes a résumé builder.
- **JobNow!**
Get LIVE job coaching, résumé assistance and more.
- **Résumé Maker**
Write résumés, learn interview tips and search millions of job openings from one location.

Classes at the Library

Please see our Programs, Classes, and Events calendar at ppld.org for locations, dates, and times, or call (719) 389-8968

- **Finding Job Information @ Your Library:** Provides an overview of books, databases and Internet resources available at PPLD that can assist you with your job search. Internet and basic computer skills are necessary.
- **Job Help Lab Day:** Short classes will be offered on résumé writing and finding job information, followed by time to work on job searches, applications, résumés, etc., with assistance available.
- **Minding Your Business:** Learn how to start a business, grow your business or find a job.
- **Career / Résumé Workshop:** This workshop series builds on to computer classes designed to enhance job skills and develop a quality résumé. Laptop computers will be available to fine tune skills and résumés developed in class. Students coming must have a draft written résumé.

Local Agencies

- **Pikes Peak Community College Career Planning and Advising Center**
Address: 5675 S. Academy Boulevard, Room A-119, Colorado Springs, CO 80906-5498
Phone: (719) 502-3232 <http://www.ppcc.edu>
- **Pikes Peak Workforce Center**
Address: 2306 E. Pikes Peak Ave, Colorado Springs, CO 80909
Phone: (719) 667-3700 <http://www.ppwfc.org/>
- **Women's Resource Agency, Inc.**
Address: 750 Citadel Drive, East #3116, Colorado Springs, CO 80909
Phone: (719) 471-3170 <http://www.wrainc.org/>

For a complete listing of local agencies and eligibility, please visit your local PPLD branch, or go to <http://library.ppld.org/AboutYourLibrary/Employment/JobHelp.asp>.

Web Sites

- **Career Advice (from Monster.com – provides samples and tips for writing résumés and cover letters, interviewing, and salary and benefit negotiations)**
<http://career-advice.monster.com/>
- **Career Tools from Yahoo! Hot Jobs (learn to write résumés, interview strategies, successful networking, and how to negotiate salaries)**
http://hotjobs.yahoo.com/careertools%3B_ylt%3DAgUQ5DoNElAwhEKRLTVEI5KmRqIX
- **Interviewing Information (online practice interviews, dressing for your interview, interview tips, mock interviews, etc.)**
<http://collegegrad.com/intv/>
- **Résumés and Interviews (samples and templates for résumés and cover letters, as well as interview advice)**
<http://www.careeronestop.org/ResumesInterviews/ResumesInterviews.aspx>
- **Salary.com (salaries by title and location; job finder, career info., H.R. info)**
<http://www.salary.com/>
- **Salary Guides and Guidance (from The Riley Guide)**
<http://www.rileyguide.com/salguides.html>
- **Workplace Writers (from the Online Writing Lab – includes cover letters, résumés, curriculum vitae, job acceptance letters, etc.)**
<http://owl.english.purdue.edu/owl/resource/681/01/>

Books

Résumés

101 Great Résumés: Winning Résumés for Any Situation, Any Job, Any Career

Ronald W. Fry
650.142 F947O 2002

Complete Book of Résumés: Simple Steps for Writing a Powerful Résumé

Karen Schaffer
650.142 S296C

How to Say It on Your Résumé: A Top Recruiting Director's Guide to Writing the Perfect Résumé for Every Job

Brad Karsh
650.142 K18H

How to Write Better Résumés and Cover Letters

Pat Criscito
650.142 C932H 2008

Knock 'em Dead Résumés: Smart Advice to Make Your Online and Paper Résumé More Productive

Martin John Yate
650.14 Y31KN 2008

Résumés for the 50+ Job Hunter

McGraw-Hill Publishing Company
650.14 R4362 2009

Cover Letters

15-Minute Cover Letter: Write an Effective Cover Letter Right Now

Michael J. Farr
650.14 F239F

Knock 'em Dead Cover Letters: Great Letter Techniques and Samples for Every Step of Your Search

Martin John Yate
650.142 Y31C 2008

No-Nonsense Cover Letters: The Essential Guide to Creating Attention-Grabbing Cover Letters That Get Interviews and Job Offers

Wendy S. Enelow
650.142 E56N

Interviews

101 Great Answers to the Toughest Interview Questions

Ronald Fry
658.31124 F947O 2009

Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job

Tony Beshara
650.144 B554A

Can I Wear My Nose Ring to the Interview? The Crash Course in Finding, Landing, and Keeping Your First Real Job

Ellen Gordon Reeves
650.14 R332C

Instant Interviews: 101 Ways to Get the Best Job of Your Life

Jeffrey G. Allen
ON ORDER

Interview Magic: Job Interview Secrets from America's Career and Life Coach

Susan Britton Whitcomb
650.144 W581I 2008

Next Day Interview: Prepare Tonight and Get the Job Tomorrow

Michael J. Farr
650.144 F239N 2009

Ultimate Interview: Make a Great Impression and Get That Job

Lynn Williams
658.44 W724U 2008

Networking

29% Solution: 52 Weekly Networking Success Strategies

Ivan R. Misner
650.13 M678T

A Foot in the Door: Networking Your Way into the Hidden Job Market

Katharine Hansen
650.14 H249F

Highly Effective Networking: Meet the Right People and Get a Great Job

Orville Pierson
650.14 P624H

How to Succeed in Business Using LinkedIn: Making Connections and Capturing Opportunities on the Web's #1 Business Networking Site

Eric Butow
025.0665 B987H

Power of Who: You Already Know Everyone You Need to Know

Bob Beaudine
158. B373P

Seven Days to Online Networking: Make Connections to Advance Your Career and Business Quickly

Ellen Sautter
650.1 S261S