

Career Pathways: Resumes and Cover Letters

Print Resources

Print resources often provide greater depth of information, multiple examples, and additional sources to consult. You can find more print sources using the Libraries Catalog (<http://www1.lib.purdue.edu>).

Search Tips

- The catalog offers two different search methods – basic and assisted
- Use the Assisted search option for more precise searching
- Include search terms such as *resumes and “cover letters” and employment*
- Use the Limit Results option to filter for library location, language, or date
- Scan the list of subject headings or descriptors in individual records to find alternate search terms

808.06665

Ir2c
2003
VETM

The Complete Idiot’s Guide to the Perfect Resume

A four-part guide for creating a winning resume. Part One explains why you need a good resume and what a good resume can do for you. Part Two contains a nine-step writing process to completing a resume; it helps identify your best attributes and solve resume problems such as career changes and gaps in work history. Part Three discusses special resumes including achievement resumes, hybrid resumes, and curriculum vitas. Part Four explores resume scanning and using on-line services. The guide provides 100 examples of successful resumes.

650.14

B464c
1999
UGRL

Cover Letters

Offers expert advice on how to customize letters for responding to a want ad, contacting an executive search firm, or reaching out to target companies. Provides sample letters from successful job hunters. Special chapters cover the unique problems of first-time job seekers, women returning to the work force, career changers, and seasoned professionals. Explains the necessity of thank you notes and how to write one.

650.14

Ya27c
2004
MEL
(Reserves)
UGRL
(also in Reference)

Cover Letters That Knock 'em Dead

Lists cover letter features that do and don’t work. Stresses brevity, a strong mailing campaign, key phrases and wording techniques. Includes a chapter of sample letters.

650.14

M141d
1999
UGRL
(Reference)

Developing a Professional Vita or Resume

Prepared to help people, mainly in higher education, who frequently need a formal summary of education and work background. Emphasizes how to develop an ongoing professional portfolio including worksheets to help generate an annual update of one’s professional summary.

Location Codes

ENGR
Siegesmund Engineering
Library (POTR)

HSSE
Humanities, Social Science
and Education Library
(STEW)

MEL
Management and Economics
Library (KRAN)

PHAR
Pharmacy, Nursing and Health
Sciences Library (RHPH)

UGRL
Hicks Undergraduate Library
(HIKS)

VETM
Veterinary Medical Library
(LYNN)

- 650.14
C88e
2000
UGRL
(Reference)
- The Edge Resume and Job Search Strategy**
- Stresses creativity as the foundation of job searches. Presents unique approaches to creating effective resumes, cover letters, and follow-up communication. Also outlines a job search strategy that involves: evaluating skills, researching opportunities, wordcrafting a resume, marketing of capabilities, initiating a follow-up campaign, and preparing for an interview.
- 650.142
B439e
2005
MEL
(Reference)
- The Elements of Resume Style: Essential Rules and Eye-Opening Advice for Writing Resumes and Cover Letters that Work**
- A compact guide offering clear strategies for creating resumes and cover letters that get people jobs. Includes 1,400+ sample action words, action statements, and position descriptions, plus more than 700 words, phrases, and vague claims to avoid.
- 650.14202854678
W581e
2002
UGRL
- eResumes: Everything You Need to Know about Using Electronic Resumes to Tap into Today's Job Market**
- "Learn about six types of eResumes: ASCII, attachable, scannable, job board, 3-D Web, and Web portfolios; create "3-D" Web resumes featuring hyperlinks, images, and audio/video enhancements; know when and how to attach your resume in an email"--Cover.
- 610.69
En27e
2004
VETM
(Open Reserves)
- Expert Resumes for Health Care Careers**
- Includes more than 100 sample resumes designed especially for health care professionals—from technicians to physicians. All resume samples are written by professional resume writers, and there are step-by-step instructions for writing winning resumes.
- 650.142
T758f
2004
HSSE
(Reference)
- Federal Resume Guidebook: Write a Winning Federal Resume to Get In, Get Promoted, and Survive in a Government Job**
- Writing Federal resumes and applying for U.S. government jobs require different approaches than you would use to land a private-sector job. This guide includes dozens of Federal resume examples; shows how to write effective Knowledge, Skills, and Abilities (KSA) statements; provides tips on writing Federal Resumix and QuickHire resumes for electronic submission; and more.
- 650.142
P948g
2004
VETM
- The Guide to Basic Cover Letter Writing**
- Shows how to create a cover letter that highlights the experience and training that make you the ideal job candidate and how to present your style and personality in a way the strict format of a resume doesn't allow for. Discusses proofreading, formatting, and printing issues plus electronic submissions. Includes dozens of sample letters.
- 650.14
J132h
2003
VETM
- How to Prepare Your Curriculum Vitae**
- Provides complete details on how to organize, draft, edit, and revise your curriculum vitae in electronic or traditional format. Contains guidance on content and accompanying correspondence, as well as various worksheets. Includes a chapter on crafting international CVs. Offers samples of curricula vitae for the undergraduate, graduate, and professional.
- 650.142
L974k
2006
MEL
(Reserves)
- Killer Cover Letters and Resumes**
- "Shows you how to look closely at your own skills and experience, do careful research on your potential employers, and craft a compelling marketing message in the form of a killer cover letter and resume."

- 650.14
As35o
1999
UGRL
(Reference)
- The Overnight Resume**
- A concise guide to constructing a job-winning resume and cover letter. Includes the latest on using the Internet -- HTML and scannable resume styles. Provides tips to help overcome your limitations: how to mask dates without lying, how to handle too little or the wrong kind of education, and more. Explains the differences between East Coast and West Coast resume styles. Contains special sections on financial, legal, academic, medical, engineering, and high-tech resume styles; tips for applying for overseas jobs; advice on job-search protocol; and more. Includes sample resumes.
- 650.14
K57p
1997
HSSE
UGRL
- Portfolio Power: The New Way to Showcase All Your Job Skills and Experiences**
- A step-by-step guide to creating professional portfolios on paper or electronically. Learn how to use portfolios in job search networking and interviewing, negotiating raises and promotions, making career decisions, managing lifelong learning, applying to college, or marketing your own business.
- 650.14
T268p
1998
UGRL
- Power Resumes**
- Reveals what employers look for in the hiring process, what elements set your resume apart from the rest, and how to tailor your qualifications to the requirements of the position you seek. Contains updated resume formats. Discusses effective cover letters, elements of an interview, and switching careers.
- 650.142
R229
2002
UGRL
- Real-Resumes for Retailing, Modeling, Fashion & Beauty Jobs...**
- ...including real resumes used to change careers and transfer skills to other industries. A collection of resumes and cover letters (with names and other key data disguised) which have been used successfully in real job hunts and target specialized fields or types of resumes.
- 650.142
R2295
2004
HSSE
- Real-Resumes for Sports Industry Jobs...**
- ...including real resumes used to change careers and transfer skills to other industries. A collection of resumes and cover letters (with names and other key data disguised) which have been used successfully in real job hunts and target specialized fields or types of resumes.
- 650.14
C839r
1998
UGRL
- Resume Writing Made Easy**
- Shows you step-by-step how to sell yourself on paper. Provides sample resumes covering more than 120 job categories. Includes information on writing cover letters and preparing for a successful interview.
- 650.14
Ei81r
2000
UGRL
(Reference)
- Resumes, Cover Letters and Interviewing: Setting the Stage for Success**
- A how-to manual that takes you step-by-step through the process of creating a resume. Provides examples from a wide variety of occupations. Includes the skills needed to develop a dynamic cover letter and the secrets to a successful interview.
- 650.142
R313
2006
ENGR
(Reference)
- Resumes for Engineering Careers: With Sample Cover Letters**
- Includes nearly 100 sample resumes and numerous sample cover letters; worksheets that help you gather information and draft your resume; descriptions of common elements in the most popular resume formats; vocabulary tips; advice on layout and submitting resumes electronically; and more.
- 808.06665
R3134
2000
UGRL
- Resumes for First-Time Job Hunters**
- Identifies the essential ingredients of a successful resume for the first-time job hunter. 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, writing tips and active vocabulary for resumes, and advice on layout.

610.69
R313
2004
VETM

Resumes for Health and Medical Careers: With Sample Cover Letters

Includes nearly 100 sample resumes and dozens of sample cover letters representing entry level clerks to executives. Provides worksheets for gathering personal information, language tips for wording a resume, and advice on electronic submissions.

650.14202461
R313
2007
PHAR
(Reserves)

Resumes for Nursing Careers

Includes nearly 100 samples of resumes and cover letters, worksheets that help you organize and draft your resume, descriptions of common elements in popular resume formats, writing tips, electronic submission advice, and more.

650.142
B637r
2008
UGRL

Resumes for the Rest of Us: Secrets from the Pros for Job Seekers with Unconventional Career Paths

Tackles resume-writing challenges and breaks them down into manageable steps. Chapters 1-3 discuss the basics of preparing a resume. Chapter 4 addresses creating a resume that is compatible with today's technology. Chapters 5-15 offer specific advice and sample resumes for job seekers in categories such as the formerly self-employed, recent immigrants, managers without college degrees, ex-military personnel, etc.

650.14
Ya27r
2004
UGRL
(also in Reference)

Resumes That Knock 'em Dead

Reviews the marks of a great resume, what type of resume is right for each applicant, what always goes in -- and what stays out -- and why.

650.14
M821s
2000
UGRL

7 Minute Cover Letters: [Build the Perfect Cover Letter One 7-Minute Lesson at a Time]

Provides a set of easy-to-follow instructions to help you choose the best cover letter style and format, highlight your specific job skills and experience, and target a specific audience. Offers tips for making a strong first impression that leads to an interview plus other job search advice. Contains samples of successful cover letters.

650.14087
AL53s
1994
UGRL

Successful Job Search Strategies for the Disabled

A guide for disabled job hunters, this book explains the legal ramifications of the Americans With Disabilities Act (ADA) and offers practical advice on landing a job, including resume writing and interviewing. Also explains how to overcome negative perceptions and "selling" to a prospective employer.

650.14
H18w
1999
UGRL

Wow! Resumes for Health Careers

Tells you how to write attention-grabbing resumes that will get you the health job you want. Features over 100 model resumes covering more than 50 types of health jobs. Includes pointers from selected health care hiring officials, tips on getting the best testimonials, best ways to demonstrate you are current in your field, and ideas on format and graphic innovation to make your resume stand out.

Media Resources

CR0093
CD-ROM format
1999
UGRL

Resume Pro

A CD-ROM program designed to give you all the tools you need to develop an attractive, well-organized resume that clearly communicates your skills and experience. Allows you to change, reorganize, update, or customize your resume easily and quickly for each specific job search situation.

VC6606
VHS format
27 minutes
1999
UGRL

10 Steps to Resume Success

Learn what a resume is and become familiar with ten steps that will help any job applicant to write a successful resume. Explains the qualities of a good resume and a good cover letter.

VC8359
VHS format
34 minutes
2000
UGRL

Effective Resumes and Job Applications

Shows how to prepare resumes, cover letters, thank-you letters, and comprehensive job applications.

Online Academic Resources

Using an online academic resource or database is a fast, convenient method for finding resume information. Please ask at the Reference & Information Desk if you need assistance finding additional sources.

Search Tips

- Most databases offer two different search methods – basic and advanced (also labeled as Guided, Advanced, Customized, etc.)
- Use the Advanced search option for more precise searching
- Include search terms such as *resumes employment* or *cover letters*
- Scan the list of subject headings or descriptors in individual records to find alternate search terms
- **All resources listed are available from the Libraries' homepage (<http://www.lib.purdue.edu>) under the Databases tab**

Business Source Premier

Provides articles containing helpful tips and guidelines regarding resumes and cover letters.

<http://purl.lib.purdue.edu/db/db141>

Search options:

- Enter the term *resumes employment*
- Filter by Country Reports if needing resume advice for international positions

OmniFile Full Text Mega

Includes magazine and journal articles providing information on resumes and cover letters.

<http://purl.lib.purdue.edu/db/omnift>

Search options:

- Enter the term *resumes employment* as Subject(s)

Recommended Web Sites

These free, independent web sites represent a sampling of resume information available on the World Wide Web and are selected for their quality content and stability. Content quality and availability may change without notice.

Campus Recruiting & Job Search Manual <https://www.cco.purdue.edu/common/CCOJobSearchManual.pdf>

A concise guide to the job search process provided by the Center for Career Opportunities at Purdue. Contains sample resumes and interview tips (see pages 23-44). Outlines the services offered by Purdue's Center for Career Opportunities such as the Resume Composition Clinic (see pages 4-5).

The Damn Good Resume <http://www.damngood.com>

Yana Parker, author of the popular books on resumes, shares her expertise and answers common resume questions, helps you identify your skills and talents, and provides solutions to tough resume problems (such as gaps in work history).

Job Hunter E-zine <http://www.collegegrad.com/ezine/>

A series of articles written by Brian Krueger, author of the book *College Grad Job Hunter*. Covers resumes, cover letters, and interviewing as well as other job hunting topics.

JobStar Central -- Resumes <http://jobstar.org/tools/resume/index.php>

Covers all aspects of resumes beginning with "What is a Resume?" and "What is the Right Resume for Me?" Includes a section on "Electronic Resume Banks" and offers samples of resumes and cover letters. Provides numerous tips and selected resources on the web.

JobWeb -- Resumes & Interviews http://www.jobweb.com/resumes_interviews.aspx

Designed by the National Association of Colleges and Employers, JobWeb offers career and job-search advice for new college graduates. Includes samples of resumes and job-search correspondence as well as relevant articles.

Monster.com: Career Advice <http://content.monster.com/resume/home.aspx>

Monster.com is a comprehensive web site of career information and resources. The Resume section covers numerous topics and includes a Resume Tips Message Board. Of particular interest is the "More Essentials" link which addresses many resume questions/problems.

ProvenResumes.com <http://www.provenresumes.com/toc.html>

Author and trainer, Regina Pontow offers hundreds of resume tips and strategies to help gain interviews and land a successful job. Contains resume tips for thirty career fields.

Purdue Online Writing Lab <http://owl.english.purdue.edu/owl/>

The English Department at Purdue offers a selection of resume instructional handouts. Choose *Job Search Writing* under the Navigation section to obtain a listing of resources.

Quintessential Careers: Career Resources Toolkit http://www.quintcareers.com/career_resources.html

Provides an organized and categorized list of career tools and resources on the web.

The Riley Guide <http://www.rileyguide.com>

The Riley Guide has been a highly recognized source for career advice. Choosing "Resumes & Cover Letters" will provide you with links to web sites offering advice and information for preparing resumes, curricula vitae, and cover letters plus a list of additional resources.

For information about specific companies, refer to the Company Information handout:

<http://www.lib.purdue.edu/ugrl/inst/company.pdf>