

# REFERENCE NOTES

*LaRuth Martin & Suzanne Horton*  
Editors

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### Mountainous Mole Hills: The Daunting Task of Starting a Job

Interviewing, resume writing, and filling out applications are all daunting tasks involved in the hunt for a new job. Just the thought of searching for a job can bring feelings of stress and anxiety. What do I wear, where do I look, how do I find a job I am qualified for, and how do I write a resume with no experience are questions that hinder the success in finding a job. No matter the number of job inquiries, questions like these are still daunting to answer. The good news is that job searching does not have to be scary.

In this age of the internet, job searching has never been easier. There are many resources for job seekers available online and at the local library. For example, websites such as Monster, Indeed, or SimplyHired compile job listings to help users search for job openings that meet their needs.

Gone are the days of perusing the want ads or hoping to pass a “help wanted” sign in a window. Now job seekers can filter a search of available jobs by location, field, or experience required. Once completed, the results list will provide jobs fitting the search criteria and the ability to apply for the job online.

Creating an account online can be easily done by inputting general information when prompted. Resumes can be uploaded for potential employers to view. Employers can contact jobseekers whose resume fits the open position.

Some job seekers are not familiar with creating a resume. Don’t panic! The job listing sites have articles or services necessary to navigate through the process. There are many articles about resume writing, writing a Curriculum Vitae (CV), finding a new job, or getting back

into the job market. The options are truly endless!

Job hunting sounds scary and can be a stressful process, but with the available resources, it doesn’t have to be. There are online resources and books available about job searching and applying for jobs in any field. With these resources in place, job seekers can successfully navigate the job searching process.

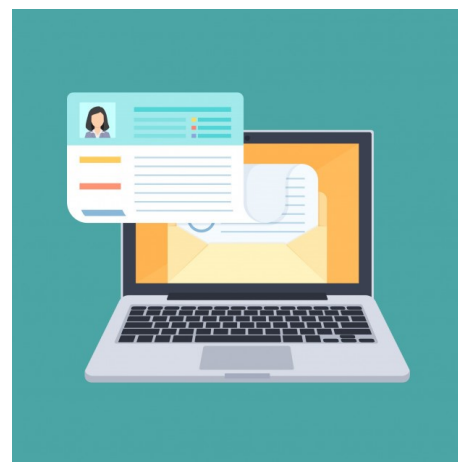


Image from <https://jobstt.com/career/how-to-use-jobstt-com-attaching-your-cv/>

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# PATHFINDER

## Job listing sites

joblink.alabama.gov/ada/r/

indeed.com/

monster.com/

flexjobs.com/

simplyhired.com/

ziprecruiter.com/

careerbuilder.com/browse

glassdoor.com/index.htm

## Articles about starting your search

job-hunt.org/

study.com/articles/  
Establishing\_a\_Career\_Plan.html

careersherpa.net/questions-to-ask-before-launching-job-search/

careersherpa.net/use-every-source-available-to-uncover-job-opportunities/

monster.com/career-advice/article/a-winning-job-search-strategy

themuse.com/advice/6-job-search-tips-that-are-so-basic-people-forget-them

## Resume writing resources and articles

hbr.org/2014/12/how-to-write-a-resume-that-stands-out

study.com/articles/  
Build-  
ing\_Your\_Resume\_Resume\_Tips\_for\_College\_Students.html

study.com/articles/  
Tips\_for\_Writing\_an\_Effective\_Cover\_Letter.html

## Books about job searching

*What Color Is Your Parachute ?*  
by Richard Nelson Bolles.  
650.14 BOL.

*From the Other Side of the Desk*  
by Jay D. Fusaro.  
650.14 FUS.

*Job Interview Success for Introverts* by Bob McIntosh.  
650.144 MCINTOS.

## Books about resume writing

*Knock 'Em Dead Resumes : a Killer Resume Gets More Job Interviews!* by Yate, Martin John.  
READY REF 650.14 YATE.

*Cover Letter Magic: Trade Secrets of Professional Resume Writers* - by Enelow, Wendy S.  
REF 650.14 ENELOW 4TH ED.

*How to Say It on Your Résumé : a Top Recruiting Director's Guide to Writing the Perfect Résumé for Every Job* by Karsh, Brad. 650.14 KARSH.

*Great Resume, Application, and Interview Skills* by Byers, Ann. YA 650.14 BYERS.

*Gallery of Best Résumés : a Collection of Quality Résumés by Professional Résumé Writers* by Noble, David F. 650.14 NOBLE

*Résumés That Get Jobs : How to Write Your Best Résumé* by Resume Service. 650.14.



Image from <https://www.themuse.com/advice/the-stepbystep-guide-to-your-postcollege-resume>



Article and Pathfinder written by  
Elizabeth Blakney, Librarian II, Juliette  
Hampton Morgan Memorial Library