Professionalizing Resources for the Job Search including:
Career and Salary Information, Interviewing, Networking, Resumé and Portfolio Building, and Employers’ Perspectives

“Developing a Nonacademic Career: Advice from the Association of Departments of English”

*The Job Hunter's Bible* is the online job-hunting resource hosted by Richard Bolles, the author of *What Color Is Your Parachute?*

*Levo* is a growing community of professional women seeking advice, inspiration, and the tools needed to achieve their goals.

*The Daily Muse* provides the most current information in career advice and support.

✔ **Career and Salary Information**
  - “Department of Labor Occupational Outlook Handbook”
  - “Vault Career Intelligence”
  - “English Career Fields” (Duquesne Career Services)
  - “What Can I Do with This Degree? Options and Strategies”
  - “Career Guides: Exploring Non-Academic Careers”
  - “Why Informational Interviewing Makes Sense (and How to Go about Doing It)”
  - “NACE Salary Calculator”
  - *Weedles’ Directory of Professional Associations*
  - “8 College Degrees That Will Earn Your Money Back” (English is #1!)

✔ **Interviewing**
  - “Graduate Students Interview Guide”
  - “Why Informational Interviewing Makes Sense (and How to Go about Doing It)”
  - “Interview Strategies for Success” (Duquesne Career Services)
  - “Interview Questions” (Duquesne Career Services)
  - “Researching Employers” (Duquesne Career Services)

✔ **Networking**
  - “Guide to LinkedIn”
  - “Using Linked In Effectively”
  - “How to Optimize Your Linked In Profile”
  - “3-Step Guide to the Networking Process”
  - “Networking Overview”
“The Elevator Speech”

The Resume
- “How to Write a Masterpiece of a Resume”
- “Action Verbs to Describe Your Skills”
- “Stand Out with an Interactive Resume”
- “Resume: Before and After”
- “Cover Letters Types and Samples”
- “Template for a Faculty Recommendation Letter”
- “Top Skills Sought by Employers”
- “Breaking Down the Resume”

The Portfolio
- “Creating an Electronic Portfolio”
- “The Professional Employment Portfolio” (Duquesne Career Services)
- “Preparing a Portfolio: A Detailed Description”
- “Contents of the Portfolio”
  - “Electronic Portfolios” (Duquesne Career Services)

Jobs in the Nonprofit Sector
- “Center for Nonprofit Management Jobs Board”
- “The Chronicle of Philanthropy Jobs”
- “Council on Foundations Career Center”
- Dot.Org.Jobs
- Idealist
- “National Council of Nonprofits Job and Career Center”
- Nonprofit Career Network
- OpportunityKnocks.org

Jobs in Higher Education Administration
- Academic360
- Academic Careers Online
- HigherEdJobs
- Chronicle of Higher Education
- Inside Higher Ed
- Higher Education Recruitment Consortium
- MLA Job Information List

Job Search Sites General
- “Feminist Majority Jobs and Internships”
- One Day One Job
- O*Net Career Exploration
- The Rile Guide: Job Search and Career Exploration
- Vault Career Intelligence

✔ Jobs in the Public Sector
  - USA Jobs: The Federal Government’s Official Job Site
  - “USA.gov Government Jobs”

✔ Jobs in Publishing
  - “Association of American University Presses Jobs List”
  - Bookjobs.com
  - “Professional Scholarly Publishing Job Openings”
  - “PublishersMarketplace Job Lunch Board”
  - “Publishers Weekly Job Zone”
  - “Association Media and Publishing Job Center”

✔ Freelance/Independent Work
  - “All Freelance Writing Writers’ Markets”
  - Elance
  - Guru.com
  - “Poets and Writers Jobs for Writers”
  - “American Society for Journalists and Writers For Writers”
    - The National Coalition of Independent Scholars

✔ “Alt-AC and the Digital Humanities”

✔ From the Employer’s Perspective
  - “Why I Hire English Majors”
  - “It Takes More than a Major: Employer Priorities for College Learning and Student Success”
  - “The Revenge of the Liberal Arts Major”

✔ Duquesne’s Career Services
  - “Home Page”
  - “Step-by-Step Guide to Career Exploration”