



# The Bridge

## Career Transition Internet and Print Resources

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# Resource Library

The latest books and most relevant Web sites providing valuable resources to assist you in finding that new career.

## Featured Links and Books

### Featured Links

[America's Career InfoNet \(www.acinet.org\)](http://www.acinet.org) A fantastic collection of career resources. A well-organized directory of 5,000+ career Web sites, great relocation and salary information, employer lists, self- and home-employment information, and a great mix of state & local job lead and resume Web tools. Check out the general outlook section for information about occupations predicted to grow the fastest between now and 2010. Compose a set of detailed criteria using the Wages and Trends Customized Report section and you'll get an overview of training, wage and geographic prospects. "In line with the U.S. Department of Labor's vision for America's Labor Market Information System, the CareerOneStop portal, operating as a federal-state partnership, is funded by grants to States. This powerful suite of tools includes America's Job Bank, America's Career InfoNet, and America's Service Locator. Each product offers a unique solution to the overwhelming demands of today's labor market from the perspective of the job seeker, the employer, and the public workforce community."

[About.com's resume, curriculum vitae and cover letter writing resources. \(http://jobsearch.about.com/library/blresume.htm?PM=ss12\\_jobsearch\)](http://jobsearch.about.com/library/blresume.htm?PM=ss12_jobsearch) This site offers a great collection of high-quality links for topics that interest job seekers. The CV section, for example, provides examples of curriculum vitae from various professions, facts about when and where to use one and free CV templates. Use the "HOME" link in the upper-left corner for About.com's main job search section. There you'll find current news, discussion topics, statistics, trends, polls and more. Don't miss the content on [networking](#).

[ThePaperboy.com \(www.thepaperboy.com\)](http://www.thepaperboy.com) is a portal to 5,200+ newspapers in 175 countries. Local news is invaluable if you're tracking an industry trend, watching the activities of a prospect company or considering a relocation. Most newspaper Web sites offer at least a portion of their content for free.

[CEO Express \(www.ceoexpress.com\)](http://www.ceoexpress.com) a major collection of business and career-related links organized under logical topics. The Business Research and Office Tools & Travel sections will be useful for any job seeker. Many people make CEO Express their browser home page - must be something about the familiar blue-ruled notebook paper background, or that catchy "designed by busy executives, for busy executives" slogan

### Featured Books

[Don't Send a Resume: And Other Contrarian Rules to Help Land a Great Job](#) by Jeffrey J. Fox  
The old rules, such as relying on classified ads and just one resume, no longer work, according to marketing consultant Fox (How to Become a Rainmaker). Instead, people must target companies and connect with executives, not HR staff, he says. Fox discourages readers from endlessly submitting resumes, since the best results come from contacts and new leads. While his advice is familiar, he offers enough new strategies to make this book worthwhile.

[Headhunters Revealed](#) by Darrell W. Gurney  
Written by an industry native, cuts away the myths and misconceptions of the recruiting world and reveals everything about the mind and mechanics of search professionals--things they do and don

[Make Your Contacts Count: Networking Know How for Cash, Clients, and Career Success](#) by Anne Baber, Lynne Waymon  
Collects and categorizes the wealth of resources on the Internet to help people find jobs. The authors are two experienced HR professionals. The 2001 edition is expanded and highl

reviewers and Amazon.com users alike.

[Negotiating Your Salary](#) by Jack Chapman

Teaches you when to bring up the salary issue, how to respond to interviewers' offers, and simple strategies that can help you double your salary. For the already employed, he also covers how to make the most of raises and salary reviews, and much more.

[Power Networking Second Edition : 59 Secrets for Personal & Professional Success](#) by Donna Fisher

Teaches the reader powerful secrets to creating personal and professional networks, with a self-assessment quiz to get started and several methods of eliminating the roadblocks on the path to successful networking

[The Secrets of Executive Search ... Professional Strategies for Managing Your Personal Job Search](#) by Robert Melancon

The Secrets of Executive Search breaks down the search process into each of its component pieces from resume development to offer negotiations, offering the reader constructive help in each area while providing light anecdotal stories from Melancon's experiences as an executive recruiter.

[Great Connections: Small Talk and Networking for Businesspeople](#) Baber, Ann and Waymon, Lynn (1993) \$15.00 (hardcover)

We love it. We hate it. We just do it because we have to. Small Talk. This perennial favorite from Lynn Waymon and Ann Baber, the authors who contributed the networking tips in CRN's [Search Talk section](#), presents effective and timeless techniques for using small talk to expand and strengthen your circle of contacts. Learn how to:

- use business cards effectively
- join a group of people who are already talking
- generate sales leads and broaden your referral base
- come up with topics that create connections
- start and end conversations easily
- get the most out of professional meetings and conventions
- network for job leads and interviews

## Changes in the Workplace

The times are definitely changing. Tune in to what some of the experts are saying about the ever changing workplace. In this section you will find books and links on:

Diversity and disability	Minorities at work
New ways of working	Outsourcing
Part-time work	Portfolio careers
Telecommuting	Women in the workforce

### Resource Links

#### [@Brint \(www.brint.com\)](http://www.brint.com)

Premier network for leading edge thinking on business, technology & knowledge management forums, articles, magazines, events, resources, analyses and news.

#### [Advancing Women \(www.advancingwomen.com\)](http://www.advancingwomen.com)

Business news, career strategies and a communication network. Advancing Women gathers Web sources, government reports, news articles and international resources for professional women.

#### [Brave New Work World \(www.newwork.com\)](http://www.newwork.com)

A source of original information and thinking about work in the new economy and a clearinghouse and coordinator of resources from many points of origin. Various academic and professional fields are represented, as well as practical experiences in a wide variety of work settings.

#### [The Disability Rights Education and Defense Fund \(www.dredf.org\)](http://www.dredf.org)

A national law and policy center dedicated to protecting and advancing the civil rights of people with disabilities through legislation, litigation, advocacy, technical assistance, and education and training of attorneys, advocates, persons with disabilities, and parents of children with disabilities.

#### [Equal Opportunity Publications \(www.eop.com\)](http://www.eop.com)

Publisher of Woman Engineer, Information Technology Career World, Minority Engineer, Workforce Diversity and Careers & the Disabled. On line registration forms offer free subscriptions to selected titles for qualified professionals. Sample articles are provided on line.

#### [Fast Company \(www.fastcompany.com\)](http://www.fastcompany.com)

A hip new high-concept retail magazine for the modern professional. On line offerings are rich. A hard copy subscription via the on line form is \$19.75. Likely to be found for free in public libraries. The site is definitely worth a visit whether or not you subscribe since it provides a recap of content from the magazine.

#### [Independent Living Research Utilization \(www.ilru.org\)](http://www.ilru.org)

A national center for information, training, research, and technical assistance in independent living. Its goal is to expand the body of knowledge in independent living and to improve utilization of results of research programs and demonstration projects in this field.

#### [Job Accommodation Network \(http://janweb.icdi.wvu.edu\)](http://janweb.icdi.wvu.edu)

An international toll-free consulting service that provides information about job accommodations and the employability of people with disabilities. JAN also provides information regarding the Americans with Disabilities Act (ADA).

#### [MindExchange.com's Diversity Directory \(www.mindexchange.com/diversity.htm\)](http://www.mindexchange.com/diversity.htm)

A good list of public Web resources for diversity issues. Organized by interest group and general subjects, the information presented is valuable for job seekers, HR professionals and anyone with an interest in the increasingly diverse work force.

[IMDiversity.com](http://www.imdiversity.com) ([www.imdiversity.com](http://www.imdiversity.com))

Sponsored by iMinorities.com, IMDiversity.com provides career resources gathered in "villages" designed for African-, Asian-, Hispanic- and Native-Americans, women and a broad Minorities' Global Village. Look for the job leads database and resume posting services.

[The Outsourcing Institute](http://www.outsourcing.com) ([www.outsourcing.com](http://www.outsourcing.com))

Great resource for folks trying to understand outsourcing and its implications.

[Saludos Web](http://www.saludos.com) ([www.saludos.com](http://www.saludos.com))

Job leads, employment resources and a short-term free resume posting service for Hispanic job seekers. This site is supported by Saludos Hispanos magazine and offers archived articles, lists of Internet news groups, electronic mailing lists and a link list for Hispanic-related Internet sites

[Telecommuting](http://www.gilgordon.com) ([www.gilgordon.com](http://www.gilgordon.com))

Well-known telecommuting guru Gil Gordon's site. Good stuff about "Telecommuting, Telework and Alternative Officing".

[Transition Assistance On Line](http://www.taonline.com) ([www.taonline.com](http://www.taonline.com))

Job leads, resume services and career resources for military personnel making a transition to non-military employment. Click on the ABOUT TAO link to see the sponsors and mission of the site.

[Womens Work](http://www.wwork.com) ([www.wwork.com](http://www.wwork.com))

Features business, career and workplace issues for women. Special reports focus on topics like salary surveys and the best business schools for women.

[Yahoo!'s listing of Women's Professional Organizations](http://dir.yahoo.com/Society_and_Culture/Cultures_and_Groups/Women/Organizations/Careers)

([http://dir.yahoo.com/Society\\_and\\_Culture/Cultures\\_and\\_Groups/Women/Organizations/Careers](http://dir.yahoo.com/Society_and_Culture/Cultures_and_Groups/Women/Organizations/Careers))

A collection of 85+ organizations ranging from Women Executive in State Government to the Asian American Women's Alliance. Special sub-sections lead to further resources for women in law, law enforcement, science and technology and women business owners.

## Resource Books

[Danger in the Comfort Zone](#) by Judith Bardwick

Takes a look at corporate complacency, examining the phenomenon of entitlement --- people preoccupied with their rewards rather than their responsibilities. Offers way in which organizations can get onto the active "earning curve" track.

[Job Shock: Four Principles Transforming Our Work and Business](#) by Harry S. Dent

Describes the new world of work - a world where technologies empower the individual and bring exciting opportunities. His predictions are supplemented by tools for individual success.

[Jobshift: How to Prosper in a Workplace Without Jobs](#) by William Bridges

Outlines the technological and economic forces that have changed the American workplace. Describes companies of the future and how employees can manage and market themselves.

[The Portable Executive](#) by John Thompson

Presents the idea of "portable executives" with specific core skills to solve specific problems. Generic advice is give on the marketing, financial, and sales aspects of "doing your own thing".

[Workforce 2020: Work and Workers in the 21st Century](#) by The Hudson Institute

In this sequel to the landmark Workforce 2000, experts at the Hudson Institute offer their vision of the future American workforce and what Americans --- collectively and individually, in large and small firms --- can do to prepare for the journey.

## Career Planning and Transition Issues

The latest information and advice on getting through this important transition period and taking control of your career. In this section you will find books and links on:

Career resilience and renewal	Life mission
Retirement Planning	Self-assessment
Surviving a layoff	

### Resource Links

[The American Association of Retired People \(www.aarp.org\)](http://www.aarp.org)

Issues, advocacy, research information and connections to volunteer opportunities are presented.

[CareerMag.com \(www.careermag.com\)](http://www.careermag.com)

Career issues, employment topics, a resume bank, employer profiles and more.

[About.com's Guide to Career Planning \(http://careerplanning.about.com\)](http://careerplanning.about.com)

Major topic areas here include "Self Assessment," "Resume Writing," a Career Planning Notebook and archived articles. Good links to other resources and great navigation are distinctive features of this site.

[CNNMoney magazine's retirement planner \(http://money.cnn.com/retirement\)](http://money.cnn.com/retirement)

A retirement calculator, model portfolios, and some great articles. This site proposes to aid retirement planning "whether you're 25, 75, or any age in between." Many other personal financial planning and investment resources are presented in other sections.

[Quicken.com's Retirement Planning Area \(www.quicken.com/retirement\)](http://www.quicken.com/retirement)

One of the Web's most popular personal finance services sites, offering resources, interactive tools and articles for retirement planning.

### Resource Books

[Creating You & Co: Learn to Think Like the CEO of Your Own Career](#) by William Bridges

A series of self-assessment and planning exercises to help you construct a successful career.

[Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type](#)

by Paul D. Tieger and Barbara Barron-Tieger

This career guide explains how to determine personality type and which jobs are best suited to each type.

[How to Find Your Mission In Life](#) by Richard Bolles

Created originally as an appendix to What Color Is Your Parachute, this book helps answers the question, "What do I want to do with my life?"

[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](#) by John Lucht

This popular career book for executives provides valuable advice on surviving a layoff, conducting a job search, and much more! A former recruiter, Lucht can tell you how to handle them. However, skip his advice on mass mailings!

[The Career Guide for Creative and Unconventional People](#) by Carol Eikleberry

Offers insight into six personality types and jobs they enjoy.

[The What Color Is Your Parachute? 2003](#) by Richard Bolles

The bestselling job-hunting book in the world. For nearly 30 years, "What Color Is Your Parachute?" has been the guiding light for those in pursuit of satisfying and fulfilling employment.

[The Power of Purpose: Creating Meaning in Your Life and Work](#) by Richard J. Leider

A down-to-earth guide for people struggling to find their true professional calling and make a living.

[Who's Running Your Career?](#) by Caela Ferran

Learn to foresee and take advantage of workforce trends. Use the author's acclaimed 40 Leading Career Indicators to assess career resilience and develop a Capability Profile around skills and competencies.

## Target Market Information Resources

Vital information about your marketplace targets - from government resources to annual reports. In this section you will find book and links on:

Annual reports	Associations
Industry overviews	Information databases
Registers	Researching
Target market guides	Top 500 Lists

### Resource Links

#### [Annual Report Gallery \(www.reportgallery.com\)](http://www.reportgallery.com)

A free on line source for thousands of corporate annual reports, many in downloadable Adobe Acrobat format. Links to corporate home pages are provided. Non-USA corporate reports are also available.

#### [BizJournals.com \(www.bizjournals.com\)](http://www.bizjournals.com)

Current and archived top news stories from dozens of regional business journals. Industry specific trends and demographics are provided.

#### [The Chronicle of Philanthropy On Line \(www.philanthropy.com\)](http://www.philanthropy.com)

A prominent source for news, resources and exploring issues of the non profit world.

#### [Edgar Database of Corporate Information \(www.sec.gov/edgarhp.htm\)](http://www.sec.gov/edgarhp.htm)

The Electronic Data Gathering, Analysis and Retrieval system of the Securities and Exchange Commission (SEC). A comprehensive index of required SEC filings submitted by public and domestic companies since 1996. Free and updated daily.

#### [Edgar On line People \(http://people.edgar-online.com/people/\)](http://people.edgar-online.com/people/)

Offers keyword searching of names that appear in SEC proxy statement filings. For access to the free services, register as a visitor using the subscribe or register links in the left nav column. Not associated with the SEC, this site offers a mix of free and fee-based services. Often, using the SEC's own Edgar database (above) will be better.

#### [Fedstats \(www.fedstats.gov\)](http://www.fedstats.gov)

Glance at the cover page and proceed directly to the SITEMAP. This government site provides access to statistical reports from 100s of government agencies. Examples: the Statistical Abstract of the United States, demographic facts from the Bureau of the Census and numerous Small Business Administration reports.

#### [Fortune 500 and other Fortune lists \(www.fortune.com\)](http://www.fortune.com)

The Global 500, Fortune 500, Most Admired, Top Performers and other company rankings by Fortune Magazine. Many available for download in spreadsheet formats. The home level leads to business news, industry tracking and breaking stories about major corporations.

#### [GuideStar \(www.guidestar.org/index.stm\)](http://www.guidestar.org/index.stm)

A donors guide to the non profit universe. A free information service on the programs and finances of more than 600,000 charities and non profits, news on philanthropy, and resources for donors and volunteers

#### [Idealist.org \(www.idealists.org\)](http://www.idealists.org)

Idealist is a project of Action Without Borders. At this site you will find over 29,000 nonprofit and community organizations in 153 countries, which you can search or browse by name

location or mission. Find also thousands of volunteer opportunities in your community and around the world, and a list of organizations that can help you volunteer abroad.

[MediaFinder](http://www.mediafinder.com/home.cfm?tp=con) ([www.mediafinder.com/home.cfm?tp=con](http://www.mediafinder.com/home.cfm?tp=con))

Over 100,000 magazines, government publications and catalogs presented in a searchable database. Whether you're looking for the Marble Mart Newsletter or the International Journal of Nuclear Utilities, this source can point you in the right direction. Check on line and with your library before acquiring fee subscriptions.

[The National Council of Nonprofit Associations](http://www.ncna.org) ([www.ncna.org](http://www.ncna.org))

The NCNA is an umbrella organization offering advocacy and communication services to state non profit organizations. Their Non profit Connections section leads to 40 different state and regional associations. See also:

[Nonprofit Times](http://www.nptimes.com) ([www.nptimes.com](http://www.nptimes.com)) for articles covering current events and trends of interest to nonprofit executive managers.

[2002-2003 Occupational Outlook Handbook](http://www.bls.gov/oco) ([www.bls.gov/oco](http://www.bls.gov/oco))

A source from the Bureau of Labor Statistics. Use the Handbook to search for occupations, education requirements and advancement and hiring possibilities. Follow the link to the BLS's home page for other statistical references, regional fact sheets and research publications.

Don't overlook BLS's [Career Guide to Industries](http://www.bls.gov/oco/cg/home.htm) ([www.bls.gov/oco/cg/home.htm](http://www.bls.gov/oco/cg/home.htm)), which provides "information on available careers by industry, including the nature of the industry, working conditions, employment, occupations in the industry, training and advancement, earnings and benefits, employment outlook, and lists of organizations that can provide additional information. This edition of the Career Guide discusses over 42 industries, accounting for over 7 out of every 10 wage and salary jobs in 2000. The Career Guide is a companion to the Occupational Outlook Handbook, which provides information on careers from an occupational perspective."

[Philanthropy News Network Online](http://pnnonline.org) (<http://pnnonline.org>)

This site provides news, trends and analysis of the non profit world. Free e-mail subscription lists for email alerts are offered. Discussions, bibliographies, archived articles and lists of organizations are well organized here.

[PR Newswire](http://www.prnewswire.com) ([www.prnewswire.com](http://www.prnewswire.com))

Domestic and international corporate press releases. Special subject areas highlight market segments, investor interests and current news

[Scholarly Societies Project](http://www.lib.uwaterloo.ca/society/overview.html) ([www.lib.uwaterloo.ca/society/overview.html](http://www.lib.uwaterloo.ca/society/overview.html))

From the Abrasive Engineering Society to the World Federation of Public Health Associations, 1,300+ groups are listed. A great source for networking leads and industry information.

[The Thomas Register of Manufacturers](http://www.thomasregister.com) ([www.thomasregister.com](http://www.thomasregister.com))

On line database of 155,000 U.S. and Canadian manufacturers for quick searches by company name, product or brand name. Results include links to company Web sites, fax-back literature and on line commerce when available. Registration is required and free.

[The U. S. Small Business Administration](http://www.sbaonline.sba.gov) ([www.sbaonline.sba.gov](http://www.sbaonline.sba.gov))

A government umbrella site with dozens of special interest areas for job seekers and entrepreneurs. Use the SITE MAP link for an overview of resources. Links lead to local SBA offices, state-by-state electronic business cards, federal commerce and labor statistics, finance information and special interest sections.

[Wall Street Research Net](http://www.wsrn.com) ([www.wsrn.com](http://www.wsrn.com))

A mix of free and fee-based services. Free service provides access to 17,000 publicly traded U.S. and Canadian companies, 2,000 company home pages and 6,000 mutual funds. Searching by company name or ticker symbol, results in links to Web based sources of news and fundamental financial information.

[Yahoo!s list of Alumni Associations](#)

**([http://dir.yahoo.com/Education/Organizations/Alumnae\\_i\\_Associations](http://dir.yahoo.com/Education/Organizations/Alumnae_i_Associations))**

A set of over 225 U.S. and International alumnae associations and university sites, high schools and reunions.

**[Yahoo! Finance Company and Fund Index](http://biz.yahoo.com/i/) (<http://biz.yahoo.com/i/>)**

Quotes, overview profiles, holdings, performance stats and links to additional information for more than 23,000 publicly traded companies and funds. Also provides public message board discussions about selected companies. HOME link offers dozens of U.S and international news, financial analysis and reference sources.

**[Yahoo!'s Index of Trade Associations](http://dir.yahoo.com/Business_and_Economy/Organizations/Trade_Associations/)**

**([http://dir.yahoo.com/Business\\_and\\_Economy/Organizations/Trade\\_Associations/](http://dir.yahoo.com/Business_and_Economy/Organizations/Trade_Associations/))**

Domestic and international trade associations (around 250) gathered under the Business and Economy area. Industry, product and regionally focused trade associations are presented. Use CRN's access to the CareerSearch database to get even more extensive lists of trade, professional, academic and social associations.

## **Resource Books**

**[Researching Your Way to a Good Job](#)** by Karmen N.T. Crowther

This handbook, written by a librarian, is a few years old, but remains an indispensable guide to the information, tools and techniques that can help you hone in quickly on your target market.

**[Start Where You Are Matching Your Strategy to Your Target Marketplace](#)** by William B. Rouse

Rouse's observations will help to determine which of your targets are most likely to be able to anticipate, recognize and respond positively to change --- and thereby, remain competitive. Great fodder for questions of prospective employers.

## Job Search Techniques

For networking to interviewing, there is hardly a job search technique that hasn't been touched. We've sorted them for you. In this section you will find books and links on:

Cover letters	Electronic job search
Job hunting on the Internet	Internet resources
Networking	Resumes

### Resource Links

#### Featured site:

##### [ThePaperboy.com](http://www.thepaperboy.com) ([www.thepaperboy.com](http://www.thepaperboy.com))

ThePaperboy.com is a portal to the Web sites of more than 5,200 newspapers in 175 countries.

Local news is invaluable if you're tracking an industry trend, watching the activities of a prospect company or company. Newspaper Web sites vary widely, but most offer at least a portion of their hard-copy content, want ads, and free classifieds.

ThePaperboy.com is substantially free. For a \$2.95/month subscription you can get a personal, customizable in-home language translation.

#### Job Search Techniques Links:

##### [Ajilon Finance](http://www.ajilonfinance.com) ([www.ajilonfinance.com](http://www.ajilonfinance.com))

Lee Hecht Harrison's sister company (formerly AOC/Accountants On Call), offers temporary and permanent placement services for finance personnel.

##### [America's Job Bank](http://www.ajb.dni.us/seeker) ([www.ajb.dni.us/seeker](http://www.ajb.dni.us/seeker))

Free self-registration allows creation of an on line "resume" and saved job lead searches. Access to extensive lists of employment services, newspaper job listings and specific employer recruitment pages are valuable even if you are not currently seeking employment.

##### [Careers.org Career Resource Center](http://www.careers.org) ([www.careers.org](http://www.careers.org))

A compilation of pointers to major career-related web sites and very good lists of regional job resources. The lists are extensive. Make sure to scroll down past their paid advertising. Check out the lists of non-USA job listings in the "Web Career Resources" section of the home page.

##### [CareerBuilder](http://www.careerbuilder.com) ([www.careerbuilder.com](http://www.careerbuilder.com))

Formerly, CareerPath. Search through leads gathered from corporate Web sites. Review the career Q&A, articles and articles about resume craft, job interviews and negotiating offers.

##### [BestJobsUSA](http://www.bestjobsusa.com) ([www.bestjobsusa.com](http://www.bestjobsusa.com))

Get past the awful home level advertising animation and you'll find a good compilation of career resources. Another newsstand publication. Right column navigation also leads to Employment Review.

##### [Federal Jobs Digest](http://www.jobsfed.com) ([www.jobsfed.com](http://www.jobsfed.com))

Thousands of federal jobs in a searchable database. Free self-registration allows access to the full list with contact information for each opening.

##### [e-Korn/Ferry](http://www.ekornferry.com) ([www.ekornferry.com](http://www.ekornferry.com))

Traditionally Korn/Ferry's core focus has been senior executive search, including securing CEOs, CFOs, board members and other senior executives. Founded in 1969, Korn/Ferry now has a Web site that lists senior level job opportunities, and allows candidates to post resumes. Their small number of high-quality, high-level job opportunities may be viewed without registration.

##### [FlipDog.com](http://www.flipdog.com) ([/www.flipdog.com](http://www.flipdog.com))

Save time and find half a million opportunities aggregated by a new leader among job lead web sites. A simple 3-step search for jobs by geographic location, title and even specific employers. Results are clearly presented and easy to navigate.

keyword searching. The jobs in FlipDog.com come from the Internet, are gathered by automated software and originate from employers.

**[Future Step \(www.futurestep.com\)](http://www.futurestep.com)**

Korn/Ferry International and the Wall Street Journal offer a free, private set of services that allow for matching to information you provide.

**[Gary Will's Worksearch \(www.garywill.com/worksearch\)](http://www.garywill.com/worksearch)**

A sampling of quality articles addressing resume issues from composition and quality review to distribution and tips, also explore interviewing and cover letters.

**[Internet Business Network's Resources for Jobseekers \(www.interbiznet.com\)](http://www.interbiznet.com)**

Interbiznet.com tracks trends in electronic recruiting and features innovative sites for jobseekers and recruiters. Site Map has clusters of prominent sites organized by topic.

**[JobHunt.org \(www.job-hunt.org\)](http://www.job-hunt.org)**

Job-Hunt.org has a large collection of original content, licensed content and links to leading on line career resources. Choosing a career Web site and preparing an electronic resume are good starters here. Use this site to find many resources and resources.

**[Rebecca Smith's eResumes & Resources \(www.eresumes.com/index.html\)](http://www.eresumes.com/index.html)**

Step-by-step primer for crafting and using electronic resumes effectively. Addresses a variety of electronic resume issues, provides links to sites that accept resume posting, a resume gallery and focused lists of other on line career sites.

**[Recruiter's On Line Network \(www.recruitersonline.com\)](http://www.recruitersonline.com)**

A resume posting and job lead source with a good collection of recruiters listed in a searchable index.

**[USA Jobs \(www.usajobs.opm.gov\)](http://www.usajobs.opm.gov)**

The federal government's official collection of job openings. Positions are broken down into broad categories ranging from Executives to Clerical and Technical.

**[The Wall Street Journal's Free Career and Job Information page \(http://careers.wsj.com\)](http://careers.wsj.com)**

A diverse database of professional job leads and articles about career development and transition.

**[Yahoo!'s collection of company job leads.](http://dir.yahoo.com/Business_and_Economy/Employment_and_Work/Careers_and_Jobs/Companies/400)**

**[\(http://dir.yahoo.com/Business\\_and\\_Economy/Employment\\_and\\_Work/Careers\\_and\\_Jobs/Companies/400\)](http://dir.yahoo.com/Business_and_Economy/Employment_and_Work/Careers_and_Jobs/Companies/400)**  
over 400 sites for corporations that publish their own job leads.

**[Yahoo!'s career resources \(http://careers.yahoo.com/\)](http://careers.yahoo.com/)**

A collection of the mega-sites and some specialized smaller job lead sources under one roof. Worth a visit if you want to get a sense of the variety of job lead sites competing for your attention. Resume tools, job lead searches, and company profiles.

## Resource Books

**[Don't Send a Resume: And Other Contrarian Rules to Help Land a Great Job](#)** by Jeffrey J. Fox

The old rules, such as relying on classified ads and just one resume, no longer work, according to marketing guru (and author of *Become a Rainmaker*). Instead, people must target companies and connect with executives, not HR staff, he says. He offers readers from endlessly submitting resumes, since the best results come from contacts and new leads. While his book offers enough new strategies to make this book worthwhile.

**[Headhunters Revealed](#)** by Darrell W. Gurney

Written by an industry native, cuts away the myths and misconceptions of the recruiting world and reveals every detail of the mechanics of search professionals--things they do and don't.

**[Make Your Contacts Count: Networking Know How for Cash, Clients, and Career Success](#)** by Anne Baber, Lynn

Collects and categorizes the wealth of resources on the Internet to help people find jobs. The authors are two successful professionals. The 2001 edition is expanded and highly rated by reviewers and Amazon.com users alike.

**[Negotiating Your Salary](#)** by Jack Chapman

Teaches you when to bring up the salary issue, how to respond to interviewers' offers, and simple strategies to

your salary. For the already employed, he also covers how to make the most of raises and salary reviews, and

[Power Networking Second Edition : 59 Secrets for Personal & Professional Success](#) by Donna Fisher

Teaches the reader powerful secrets to creating personal and professional networks, with a self-assessment and several methods of eliminating the roadblocks on the path to successful networking

[The Secrets of Executive Search ... Professional Strategies for Managing Your Personal Job Search](#) by Robert M

The Secrets of Executive Search breaks down the search process into each of its component pieces from resume negotiations, offering the reader constructive help in each area while providing light anecdotal stories from Melan executive recruiter.

[Careerxroads 2002 \(Careerxroads, 7th Ed\)](#) by Gerry Crispin and Mark Mehler

Collects and categorizes the wealth of resources on the Internet to help people find jobs. The authors are two professionals. The 2001 edition is expanded and highly rated by reviewers and Amazon.com users alike.

[Como Escribir Un Curriculum Vitae En Ingles Que Tenga Exito \(How to Write a Successful Job Resume in English\)](#)

[Cover Letters For Dummies](#) by Joyce Lain Kennedy

This common-sense, hands on guide that takes you through the steps to creating the perfect cover letter. Includes pointers.

[Cover Letters That Knock Em Dead](#) by Martin John Yate

How to write a cover letter that is correct and competitive. Click through to the author's complete title listing for "Knock Em Dead" family.

[Cyberspace Job Search Kit 2001-2002: The Complete Guide to Online Job Seeking and Career Information](#) by M

Jandt

Electronic and on line resumes are a hot topic, and a great source of confusion. This book helps put electronic resumes offers practical tips.

[Dig Your Well Before You're Thirsty: The Only Network Book You'll Ever Need](#) by Harvey Mackay

Techniques for cultivating and building useful contacts in business and leisure; he is the author of Swim With The

[Dynamic Cover Letters: How to Sell Yourself to an Employer by Writing a Letter That Will Get Your Resume Read and Get You the Job](#) by Katherine Hansen

This is more than a cover letter book, it's also a job market strategy book.

[Electronic Resumes & Online Networking](#) by Rebecca Smith

How to use the internet to do a better job search, including an up-to-date resource guide for finding job leads and online networking.

[E-Resumes : How to Write, Design and Deliver Your Resume Online](#) by Susan Britton Whitcomb, Pat Kendall

Creating a winning resume for the new world of job seeking; tools and rules for making the most of your electronic

[Executive Job-Changing Workbook](#) by John Lucht

A workbook that shows how to examine skills and successes, communicate them through the resume and in interviews, headhunters, become a competitive candidate, and gather information on target list employers. Not a new title

[Prepare Your Curriculum Vitae](#) by Acy L. Jackson

[Job Hunting for the So-Called Handicapped or People Who Have Disabilities](#) by Richard Bolles

Practical advice on how and where to find a job; provides useful tools for challenging stereotypes. (This link points to be released in August, 2001. Visit the link and click on the author's name for links to Richard Bolles' other, very

[Job Hunting on the Internet](#) by Richard Nelson Bolles

Information on how to job hunt on the Internet followed by a list of web addresses for job hunters and career

[Knock Em Dead 2002](#) by Martin John Yate

Up to date advice on recent market developments. Tips on getting organized, handling interviews and following

[People Power: 12 Principles to Enrich Your Business, Career, and Personal Networks](#) by Donna Fisher

Offers insights and practical advice about the place of networking and how to turn professional and personal interactions for building mutual support. Visit the link and click on Donna Fisher's name to see her other, more recent "power

[Resumes In Cyberspace](#) by Pat Criscito

Covers topics such as designing a scannable and faxable -favorable resume and how to use job banks and resume to newer 2001 edition.)

[Sweaty Palms: The Neglected Art of Being Interviewed](#) by H. Anthony Medley

Good advice from a professional interviewer with sample questions and how to handle them. Helps in interviewing table.

[The Academic Job Search Handbook](#) by Mary Morris Helberger and Julia Miller Vick

Takes job seekers step-by-step through the process, including using the Internet, handling telephone interviews, offers sample curricula vitae, cover letters and abstracts. (This link points to the upcoming August, 2001 edition)

[WEDDLE's Job-Seeker's Guide to Employment Web Sites 2001](#) by Peter D. Weddle

This handy reference the best of the 100,000-odd employment-related Web sites currently available. It supplies information about each site's services, features, and fees--helping users instantly determine if it meets their needs. A leading online employment expert.

## Relocation Resources

If you are considering relocation, browse here for information on what you need to know about your potential home town. In this section, you will find books and links on:

City reports	Real estate services
Relocation calculators	School directories

### Resource Links

#### [American School Directory \(www.asd.com\)](http://www.asd.com)

A near-comprehensive listing of K-12 schools in the U.S. Search by school name, zip code or city or county.

#### [Forbes.com Best Places to Live \(www.forbes.com/2002/05/09/bestplaces.html\)](http://www.forbes.com/2002/05/09/bestplaces.html)

The Forbes/Milken list of Best Places for Business and Careers ranks 200 metropolitan areas based on the latest government data for employment and wage growth over one- and five-year periods. Analysts at the Milken Institute also search for critical shifts within the vast technology sector, weighting one- and five-year changes in gross output, technology as a percentage of the total metro economy and the diversity within tech industries.

#### [Homefair \(http://homefair.com\)](http://homefair.com)

The "Moving" tab section of HomeStore.com (formerly Homefair). Interactive tools, re-location and home buying resource guides. Many other sites rely on Homefair as the source for their relocation information. The city report salary and community calculators are popular here.

#### [Microsoft Network's HomeAdvisor \(http://homeadvisor.msn.com\)](http://homeadvisor.msn.com)

Real estate listing and services with resources grouped under themes like: Getting Started, Offer & Closing, Neighborhoods and Homes. Financing info and mortgage rates are available.

#### [Money Magazine's Best Places to Live Ranking \(http://money.cnn.com/best/bplive/\)](http://money.cnn.com/best/bplive/)

While this site's cost-of-living comparator relies on Homefair (above), its analysis of best (and worst!) places to live is original research. The "Find Your Best Place" section calculates which cities match criteria you select. Visit this site to find out why Portland, Oregon ranked first!

#### [Yahoo!'s relocation listings.](http://dir.yahoo.com/Business_and_Economy/Business_to_Business/Real_Estate/Relocation_Services)

[http://dir.yahoo.com/Business\\_and\\_Economy/Business\\_to\\_Business/Real\\_Estate/Relocation\\_Services](http://dir.yahoo.com/Business_and_Economy/Business_to_Business/Real_Estate/Relocation_Services)

Yahoo! lists dozens of relocation companies, web services, and directories. You can also use Yahoo! to search for information about cities, metro regions and other countries. A general directory service like Yahoo! is a good starting point for casual inquiries about cities. For example, the

[Neighborhood Information Search \(http://realestate.yahoo.com/realestate/neighborhood/main.html\)](http://realestate.yahoo.com/realestate/neighborhood/main.html) lets you search by city name or zip code and renders a nice sketch of statistics and links about any US location.

#### [Relocation Central \(www.relocationcentral.com\)](http://www.relocationcentral.com)

A relocation resources gateway with good U.S. listings. Provides links for information about real estate, shopping, schools, and other topics.

#### [MonsterMoving.com \(www.virtualrelocation.com\)](http://www.virtualrelocation.com)

A "one-stop-shopping" relocation information and services site, providing original content, compiled statistics, relocation calculators and links to many other useful sites. The link for "international moving" offers good general information about visas, culture shock, families and medical coverage.

### Resource Books

[The Insider's Guide to Relocation](#) by Beverly Roman

Turns the challenge of moving into a positive, productive and enriching experience with everything from checklists to helping children settle in a new community. From the Amazon listing for this title, click on Ms. Roman's name to see many other titles about relocation.

[The New Relocating Spouse's Guide to Employment Options and Strategies in the U.S. and Abroad](#) by Frances Barlow  
A guide for relocating spouses or partners who plan to pursue full-time, paid employment or for those wanting part-time, temporary or even volunteer work in their destination city.

[Smart Moves: Your Guide Through The Emotional Maze of Relocation](#) by Audrey McCollum  
This unique guide, praised by relocation professionals and frequently cited in the population press, focuses on the emotional challenges of relocation. The authors focus on the constructive communication and sound decision making that they are key elements of a successful relocation.

## Balancing Work and Family

Don't overlook some of the other important issues that affect your professional and personal life. Career transition is a good time to take a look at them. In this section you will find links and books on:

Family management	Health
Home-based Parents	Parent resources
Partnership issues	Volunteering
Work and Family Programs	Work-Life Planning
Working Fathers and Mothers	

### Resource Links

[WorknMom](http://worknwoman.com/worknmom/) (<http://worknwoman.com/worknmom/>)

Smart, funny Moms who work outside the home tell you all about their lives and how they make the Balancing Act work!

[The Families & Work Institute](http://www.familiesandworkinst.org) ([www.familiesandworkinst.org](http://www.familiesandworkinst.org))

A growing resource addressing the changing nature of work and family life.

[Health.com](http://www.health.com) ([www.health.com](http://www.health.com)) Free on line health, wellness and medical information. Free access to on line editions of the Health Magazine.

[Aetna's IntelliHealth](http://www.intelihealth.com/IH/ihtIH) ([www.intelihealth.com/IH/ihtIH](http://www.intelihealth.com/IH/ihtIH))

Harvard Medical School's Consumer Health Information data, the Merriam Webster Medical Dictionary, and information for caregivers are highlights of this general-interest health information site.

[Mental Health Net](http://mentalhelp.net) (<http://mentalhelp.net>)

Comprehensive guide to on line and other resources related to mental health, psychology and psychiatry resources.

[National Partnership for Women & Families](http://www.nationalpartnership.org) ([www.nationalpartnership.org](http://www.nationalpartnership.org))

Extensive Work/Family coverage. "The National Partnership's Work and Family Program takes on the challenges facing today's women and families -- from making ends meet, to making time for a family dinner, to making it past the glass ceiling. The Work and Family Program promotes workplace fairness and flexibility and family economic security."

[Parent Soup](http://www.parentsoup.com) ([www.parentsoup.com](http://www.parentsoup.com))

Valuable information for parents with an emphasis on participation in message boards and chat areas.

[Volunteers of America](http://www.voa.org) ([www.voa.org](http://www.voa.org))

A great way to gain experience, enrich your network and exercise your skills. Volunteer activities may be found through local community-based organizations or a national site like this one.

[Work & Family Connection](http://www.workfamily.com) ([www.workfamily.com](http://www.workfamily.com))

Addresses work and family issues with a mix of free and fee-based reports and services. The Links to Other Resources section lists topics ranging from "Caregivers" to "Workplace Safety."

[Working Mother Magazine](http://www.workingmother.com) ([www.workingmother.com](http://www.workingmother.com))

On line companion to the popular newsstand magazine with conferences, chat, special topic reports, a list of the all-time best companies for working mothers and more. Click on the right-column CAREER graphic. The lists of links and organizations for working women are particularly valuable.

[Yahoo!s child care resources listing](#)

([http://dir.yahoo.com/Society\\_and\\_Culture/Families/Parenting/Child\\_Care/Organizations/](http://dir.yahoo.com/Society_and_Culture/Families/Parenting/Child_Care/Organizations/))  
Advocacy, information and referral information about child care.

## Resource Books

[Family Manager's Guide for Working Moms: Balance Your Family and Work Demands and Live to Tell About It](#) by Kathy Peel

Family-management expert Kathy Peels shows you how to use skills from the office to bring order to domestic chaos.

[Mom Doesn't Work There Anymore and My Dad Lost His Job](#) by Mary Kalifon

Prepared by Cedars-Sinai Medical Center's Parent Resource Services, these handbooks are excellent family talking pieces for parents (of young children) who need to answer questions and allay fears about job change.

[Repacking Your Bags: Lighten Your Load for the Rest of Your Life](#) by Richard J. Leider and David A. Shapiro

Valuable guidelines designed to help people learn to balance the demands of life and find fulfillment.

[The Time Bind: When Work Becomes Home and Home Becomes Work](#) by Arlie Russell Hochschild  
Newsweek called it "ground breaking;" The Wall Street Journal hailed it a s "thoughtful and needed". This book is one of the most influential studies of our work/family time dilemma.

[3 Boxes of Life and How to Get Out of Them: An Introduction to Work-Life Planning](#) by Richard Bolles  
Walks you through considering the roles of learning, working, and playing in your life and constructing an optimum balance. A classic in career and life planning.

[Working Fathers: New Strategies for Balancing Work and Family](#) by James A. Levine and Todd L. Pittinsky

A hands-on guide with a proven and effective game plan to help fathers as well as mothers, employees as well as managers, succeed in managing the competing demands of home and work.

# Salary Comparisons

Knowing what you are worth in the marketplace is an important piece of your target market information reserve. See the Resource Links below:

## Resource Links

[Compensation and Working Conditions On Line](http://stats.bls.gov/opub) (<http://stats.bls.gov/opub>)

Bureau of Labor Statistics reports, tables and analyses including recent reports. Industry, region and function-specific compensation, benefits and work issues.

[JobStar Central salary info](http://jobstar.org/tools/salary/index.htm) (<http://jobstar.org/tools/salary/index.htm>)

A frequently updated collection of industry-specific salary reports. Info about negotiating salary and links to overall and function-specific salary surveys.

[The Salary Calculator from Homefair](http://www.homefair.com) ([www.homefair.com](http://www.homefair.com))

Homefair (as part of realtor.com) offers a salary calculator that allows cost of living comparisons between domestic and international locations. Use the left column navigation to find the salary calculator and other resources.

[Salary.com](http://www.salary.com) ([www.salary.com](http://www.salary.com))

A cut above other salary comparison web sites. Geography, function and level of experience can be used to generate a chart of salary ranges. Notably, results are presented as a table, and can be manipulated to distinguish between total compensation. Descriptions of titles, a glossary of terms and an FAQ help place results in context. Additional resources listed along with results. Navigation is easy and the overall design is sharp

[SalaryExpert.com](http://www.salaryexpert.com) ([www.salaryexpert.com](http://www.salaryexpert.com))

Perhaps the best of the bunch. This site offers good salary info and an analysis of how salary data is collected and a free downloadable database allows viewing of salary data for over 30,000 job titles in 45,000 US/Canadian locations and 200 countries. They even offer a PDA version so you can ponder compensation on the go.

[WageWeb](http://www.wageweb.com) ([www.wageweb.com](http://www.wageweb.com))

Free salary averages for 150 benchmark positions from 8 industry clusters. Detailed reports and sorting are offered for subscribers.

[Yahoo!'s collection of salary benchmark and comparison resources.](http://dir.yahoo.com/Business_and_Economy/Employment_and_Work/Careers_and_Jobs/Salary_Info)

([http://dir.yahoo.com/Business\\_and\\_Economy/Employment\\_and\\_Work/Careers\\_and\\_Jobs/Salary\\_Info](http://dir.yahoo.com/Business_and_Economy/Employment_and_Work/Careers_and_Jobs/Salary_Info)) While many end up drawing on info from salary.com and homefair.com there are other industry- and function-specific data sources listed here.

[Wall Street Journal Interactive Edition's Salary Comparisons](http://www.careerjournal.com/salaries/index.html) ([www.careerjournal.com/salaries/index.html](http://www.careerjournal.com/salaries/index.html))

In addition to many other financial and career resources, offers reprints of salary comparison charts from National Employment Weekly and other sources.

# Desktop Tools

Various information to help you navigate the internet and find information.

## Search Engines

### [Alta Vista](http://www.altavista.com) ([www.altavista.com](http://www.altavista.com))

An early innovator and ongoing leader of the search engine pack. Offers good advanced search features that let you use more than simple key words to form a query.

### [Ask Jeeves](http://www.aj.com) ([www.aj.com](http://www.aj.com))

An innovative new Internet search service that allows natural language queries and presents easy-to-navigate results.

### [Excite](http://www.excite.com) ([www.excite.com](http://www.excite.com))

A search engine that has grown to a full-service portal site. Screen elements and layout can be personalized if you register. Provides free Web based e-mail.

### [Hotbot](http://www.hotbot.com) ([www.hotbot.com](http://www.hotbot.com))

Very popular and well-designed search engine. Check out the HELP and MORE SEARCH OPTIONS buttons for better results.

### [Infoseek GO](http://infoseek.go.com) (<http://infoseek.go.com>)

A high-quality portal site offering web directory, search engine, free e-mail, news and personalized cover page services.

### [Meta Crawler](http://www.go2net.com/search.html) ([www.go2net.com/search.html](http://www.go2net.com/search.html))

Allows you to send one search to several popular search engines at once.

### [Yahoo! top level](http://www.yahoo.com) ([www.yahoo.com](http://www.yahoo.com))

Even if you occasionally use more specialized search engines or directories, you'll often find what you want (along with related resources) more quickly using Yahoo!. Well-maintained and easy to navigate, site offers free e-mail and logical topic searching.

## Directories

### [At Hand](http://www.athand.com) ([www.athand.com](http://www.athand.com))

A searchable database of several million U.S. businesses. Information is compiled from six major yellow page services. Results include maps and a personal address book option.

### [CEO Express](http://www.ceoexpress.com) ([www.ceoexpress.com](http://www.ceoexpress.com))

A somewhat dense collection of many links useful to business people. Good topic categories.

### [Verizon Super Pages](http://superpages.gte.net) (<http://superpages.gte.net>)

This yellow pages service offers simple or advanced search options to find companies by name, geographic location and business category.

### [The List](http://thelist.internet.com) (<http://thelist.internet.com>)

A very large directory of Internet Service Providers (ISPs) that can be searched by geographic area or telephone area code to compare Internet access terms.

### [The Lycos Network's List of International Yellow Pages](http://www.whowhere.lycos.com/wwphone/world.html) ([www.whowhere.lycos.com/wwphone/world.html](http://www.whowhere.lycos.com/wwphone/world.html))

Links to hundreds of international phone books for 70 countries. Left column navigation links lead to high-quality maps, directory assistance, toll-free numbers and e-mail address search tools.

### [WhoWhere \(also Lycos\)](http://www.whowhere.lycos.com) ([www.whowhere.lycos.com](http://www.whowhere.lycos.com))

A simple tool for finding people. Name searches result in e-mail, phone and address, or web citations for individuals.

### [World Pages](http://www.worldpages.com) ([www.worldpages.com](http://www.worldpages.com))

A PC Magazine Top 100 Web Sites winner. Like other Web-based yellow pages, this site offers business name

keyword and geographic search options for millions of U.S. and Canadian companies and links to map services, web pages and toll-free directories.

[WhitePages.com](http://www.whitepages.com) (**www.whitepages.com**)

One of several phone book, look-up and reverse look-up services. See also:

[InfoSpace](http://in-123.infospace.com) (**http://in-123.infospace.com**)

[Area Code Look Up](http://decoder.americom.com) (**http://decoder.americom.com**)

[Reversedirectory.net](http://www.reversedirectory.net) (Slow but leads to many look up tools.) (**www.reversedirectory.net**)

## Travel

[InfoHub's Specialty Travel Guide](http://www.biztravel.com) (**www.biztravel.com**)

Award winning service catering to business travelers. Provides free registration, reservation services, information about destination cities, feature articles and special promotions.

[BizTrip](http://www.business-trip.com/biztrav.htm) (**www.business-trip.com/biztrav.htm**)

Special resources for road warriors. Software download sources, links to Internet travel sites, tips, news articles and a free confidential mailing list to inform you of new features.

[Maps On Us](http://www.mapsonus.com) (**www.mapsonus.com**)

Free registration allows personalized services and access to high quality interactive maps.

[MapQuest.com](http://www.mapquest.com) (**www.mapquest.com**)

An free map resource that will create driving cue sheets or detailed maps of U.S locations.

[Travelocity](http://www.travelocity.com) (**www.travelocity.com**)

Exclusive discount offers, self-service reservations and free membership for customized services distinguish this feature rich travel site.

[Priceline.com](http://www.priceline.com) (**www.priceline.com**)

Early innovator and still-dominant player in the online bidding sphere, Priceline.com still offers very competitive offers of securing steeply discounted airline tickets, rental cars and hotels. Explore and be careful. Priceline requires that you "put your money on the table." Some flexibility in departure/arrival cities and exact timing of trips helps your odds of getting the trip you want at a price you name.

## Books and Publications

[Amazon.com](http://www.amazon.com)

Powerhouse of the on line book seller market. Offering competitive prices, generally quick shipping and an impressive list of titles. Navigation and transactions are easy.

[Barnes and Noble](http://www.barnesandnoble.com)

A huge inventory of books for sale. Easy navigation, good prices and fast shipping.

## News and Information

[CMP Sites](http://www.cmpnet.com/publist) (**www.cmpnet.com/publist**)

An overview site map of CMP Media Inc. which publishes Windows Magazine, InternetWeek, Information Week, and other sources of technology information. Free professional courtesy subscriptions are available to qualified applicants via on line application forms.

[Google's Deja.com Usenet Content](http://groups.google.com) (**http://groups.google.com**)

Search for messages posted to Internet news groups and read them within your Web browser. Also allows simple text message posting after free registration.

[PC Webopædia](http://www.pcWebopaedia.com) (**www.pcWebopaedia.com**)

Don't be confused by technology jargon. 2000+ tech terms defined, great presentation of results. Each definition includes links to other resources about the search term.

[ResearchIT!](http://www.itools.com) (**www.itools.com**)

A collection of handy research tools. Dictionaries, thesauri, maps, package tracking, Zip and area codes, currency converters and more.

[ZDnet \(www.zdnet.com\)](http://www.zdnet.com)

Ziff-Davis is a technology industry publisher and this site is a great resource for tips, downloads, free-software, technology news and other tech-topics. See also

[Cnet \(www.cnet.com\)](http://www.cnet.com) for great tech news, product reviews and instructional resources.

## Software

[Adobe Acrobat Reader \(www.adobe.com\)](http://www.adobe.com)

Free software reader for documents presented on Web sites in the Portable Document Format (PDF). Annual reports and graphical documents available for downloading are often presented in this standard format.

[ITPro Downloads \(http://itprodownloads.com\)](http://itprodownloads.com)

ITPro downloads library (formerly filemine). A huge collection of share-ware, free-ware and other tools, utilities, reviews and links toward software manufacturers.

[HotMail \(www.hotmail.com\)](http://www.hotmail.com)

Another free, advertising supported, browser-based e-mail service that supports mail lists, attachments, mailbox filtering and other top-notch e-mail software features.

[Yahoo! mail \(http://mail.yahoo.com\)](http://mail.yahoo.com) is also a very reliable and popular free web mail service. Both Hotmail and Yahoo! mail allow you to check other ISP-based email accounts.

[Macromedia: Shockwave Plug-in \(www.macromedia.com\)](http://www.macromedia.com)

Macromedia's Shockwave plug-in (software helper for your Web browser) is used on many web sites. Shockwave allows your browser to display active graphics and animations.

[Internet Explorer \(www.microsoft.com/windows/ie/default.htm\)](http://www.microsoft.com/windows/ie/default.htm)

Microsoft's Internet Explorer is now the dominant standard for Web browsers with a great majority of market share. Download 5.5 and avoid newer beta versions until they settle in. AOL users: avoid AOL's proprietary browser and use MSIE with your AOL connection for a better overall Web experience.

[Netscape Navigator \(http://home.netscape.com\)](http://home.netscape.com)

Having a current version Web browser will make your work easier. Sadly, Netscape's browser is now a distant second to MSIE in terms of market share. But it's still free. Browser versions change often, upgrading is worth the effort. Click on the DOWNLOAD graphic from Netscape's portal page.

[Real Networks \(www.real.com\)](http://www.real.com)

Real Networks provides one of the highest quality plug-ins (helper applications) for Internet browser software. Download the free version to see and hear Web page content presented in Real Network's widely distributed format.

[CNet Downloads \(http://download.cnet.com\)](http://download.cnet.com)

Formerly Winfiles.com. Patches, fixes, bug reports, free and share-ware, tips, technical information and links to other help are here in abundance.

[Yahoo!'s List of Anti-virus Software Utility Reviews \(http://dir.yahoo.com/Computers\\_and\\_Internet/Software/Reviews/System\\_Uilities/Virus\\_Protection/\)](http://dir.yahoo.com/Computers_and_Internet/Software/Reviews/System_Uilities/Virus_Protection/)

If you use a computer, you need a current version of an anti-virus software. Choose from among a number of leading products listed with reviews drawn from computer industry publications. The two big players are [McAfee VirusScan](#) and [Norton Antivirus from Symantec](#)