

# LIBERAL ARTS CAREER NEWS

The Career Development Newsletter for the Liberal Arts Professions



Volume XIV, Issue 4 (July 2009)

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As college graduation ceremonies commence nationwide, CollegeGrad.com announces the Top Entry-Level Employers for 2009. Despite difficult economic times, 2009 faces the second largest projected increase in entry-level hiring. CollegeGrad.com has seen since 2005, down 1.5 percent from last year, but up 11.4 percent from 2007.

The Top Entry-Level Employers list represents nearly 158,000 jobs for the class of 2009.

Verizon Wireless tops the list with plans of hiring more than 13,000 new grads, while the smallest featured employers will hire as few as 10; good news for graduates, as entry-level job opportunities look to remain stable in 2009.

"The hiring landscape is ever-changing and provides challenges to the employer and employee alike," Staff VP for Verizon Wireless, Leighann McGinnis said. "Despite these challenges, there is a continued need to identify and attract top talent...College graduates are highly engaged, technically adept and compliment our culture."

Although entry-level job seekers face one of the worst economic recessions in recent history, college recruiting remains stable. New hires need to be able to perform and provide fresh insight in a time when many companies are struggling.



"I want seniors and recent graduates to be aware that there are jobs out there for them, despite the media's 24/7 hyperbole about the economy," Director of Career Services for Mount Ida College, Rob Brooks said. "They probably will encounter some rejection as they pursue employment, but that is normal in any economy and should not deter them from their career goals. Focused effort, job hunting skills, persistence and resiliency will overcome any obstacles to their search."

"The cliché is true...finding a job is a full-time job in itself," Director of Career Services, Purdue University Calumet, Shelly Robinson said. "It is a lot of work and students should be prepared to encounter rejection, and even worse, get no response at all. Even so, they shouldn't give up and should continue to network and seek out the perfect opportunity."

Although a full copy of the list of employers is available [online at http://www.CollegeGrad.com/topemployers/2009/entry\\_level.shtml](http://www.CollegeGrad.com/topemployers/2009/entry_level.shtml), the first 35 ranked are listed here, including active links.

<u>COMPANY</u>	<u>Projected Hires</u>
<u>Verizon Wireless</u>	13,198
<u>Enterprise Rent-A-Car</u>	8,000
<u>Internal Revenue Service</u>	5,000
<u>Progressive Insurance</u>	4,200
<u>DDP Holdings</u>	4,000
<u>Teach For America</u>	4,000
<u>AT&amp;T</u>	3,428
<u>Deloitte &amp; Touche USA LLP</u>	3,051
<u>Hertz</u>	3,000
<u>Federal Bureau of Investigation</u>	2,950
<u>Ernst &amp; Young</u>	2,450
<u>KPMG LLP</u>	2,400
<u>Boeing</u>	2,200
<u>Lockheed Martin</u>	2,025

<u>COMPANY</u>	<u>Projected Hires</u>
<u>Walgreens</u>	2,000
<u>Northrop Grumman</u>	1,600
<u>Intel</u>	1,500
<u>PNC Financial Services Group</u>	1,500
<u>City Year</u>	1,500
<u>National Security Agency</u>	1,500
<u>PricewaterhouseCoopers</u>	1,464
<u>Southwest Airlines</u>	1,400
<u>General Electric</u>	1,350
<u>Wal-Mart Stores, Inc.</u>	1,340
<u>Sodexo</u>	1,288
<u>Microsoft</u>	1,250
<u>Fastenal</u>	1,000
<u>U.S. Air Force</u>	1,000
<u>Education Management</u>	1,000
<u>Mutual of Omaha</u>	1,000
<u>C.H. Robinson Worldwide</u>	1,000
<u>U.S. Department of Labor</u>	1,000
<u>Aerotek</u>	1,000
<u>U.S. Department of State</u>	1,000
<u>American Express</u>	850

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## TALENT SHORTAGES CONTINUE DESPITE ECONOMY

Manpower Inc. released the results of its fourth annual talent shortage survey, revealing that 30 percent of employers across the globe continue to struggle to fill positions available despite the global economic downturn.

"Despite high levels of unemployment in many markets, this year's talent survey suggests a mismatch between the type of individuals available for work and the specific skills that employers are looking for," said Jeffrey A. Joerres, Chairman and CEO of Manpower Inc. "In an environment where companies are pressured to shift their mindset to think more strategically and creatively about how to do more with less, the same approach is being applied to how they manage their talent. Employers are looking for ways to accelerate their business strategy with fewer people. It's this specificity of skills required in the individuals that employers are now seeking that is creating a sense of talent shortage amidst an overabundant pool of available workers. This conundrum is frustrating both employers and individuals."

The top 10 jobs that employers are having difficulty filling across the 33 countries and territories in 2009 are:

1. Skilled Manual Trades
2. Sales Representatives
3. Technicians
4. Engineers
5. Management/Executives
6. Accounting & Finance Staff
7. Laborers
8. Production Operators
9. Administrative Assistants/PAs
10. Drivers

Employers having the most difficulty finding the right people to fill jobs are those in Romania (62%), Taiwan (62%), Peru (56%), Japan (55%), Australia (49%), Costa Rica (48%) and Poland (48%). The talent shortage appears to be least problematic in Ireland (5%), Spain (8%), the United Kingdom (11%), China (15%) and the Czech Republic (17%).

In the Americas, the survey shows that 36 percent of the region's employers are having difficulty filling positions due to the lack of suitable talent available in their markets. This is an increase of eight percentage points when compared to the 2008 survey and is six percentage points greater than the global average.

Vacancies for technicians are the most difficult to fill in the Americas for the second year in succession. After not appearing among the Top 10 hard-to-fill positions in the 2008 survey, employers are identifying Accounting & Finance positions as the third most difficult to fill.

There remains a clear talent shortage of skilled sales representatives in Asia Pacific, as this job remains the most difficult to fill for the fourth year in succession. Adding to this, skilled trade vacancies have become increasingly difficult to fill, moving from eighth in 2006, to fifth in 2007, fourth in 2008, and second in this year's survey.

Europe, Middle East and Africa employers named Skilled Trades as the most difficult position to fill for the third year in succession followed by sales representatives, who featured at the number six spot in the 2008 poll. ■

*Press release, ManPower.com, May 28, 2009. The complete results of Manpower's global talent shortage survey can be downloaded at [www.manpower.com/ResearchCenter](http://www.manpower.com/ResearchCenter).*

## A LITTLE LEVITY

"Be pretty if you can, be witty if you must, but be gracious if it kills you."  
-- Elsie De Wolfe --



## IN DEFENSE OF LIBERAL ARTS

Less than 10% of college degrees are now being awarded in the Humanities, but former Semiotics major Lane Wallace, a writer and editor for *Flying* magazine, passionately disagrees with those who would deride a liberal arts education as impractical. Writing in *The Atlantic*, she describes an epiphany that came when she took a leave of absence from Brown to travel, and found herself working in a corrugated cardboard factory in New Zealand:

*"In a flash, I grasped the true value of a college degree. It didn't matter what I majored in. It didn't even matter all that much what my grades were. What mattered was that I got that rectangular piece of paper that said, 'Lane Wallace never has to work in a corrugated cardboard factory again.' A piece of paper that was proof to any potential future employer that I could stick with a project and complete it successfully, even if parts of it weren't all that much fun. A piece of paper that said I had learned how to process an overload of information, prioritize, sort through it intelligently, and distill all that into a coherent end product ... all while coping with stress and deadlines without imploding."*

In an increasingly global economy, Wallace writes, more than just technical skill is required. "Far more challenging is the ability to work with a multitude of viewpoints and cultures. And the liberal arts are particularly good at teaching how different arguments on the same point can be equally valid, depending on what presumptions or values you bring to the subject," she concludes.

Wallace's biggest accomplishment, however, is to have mounted a smart and spirited defense of liberal arts education without once using the words "skills," "century," or "21st," or combining them in the same sentence.

A grateful nation thanks her. Liberally. ■

*Pondiscio, Robert. May 21, 2009. Reprinted with permission from The Core Knowledge Blog. Visit the blog online at <http://www.coreknowledge.org/blog/2009/05/21/in-defense-of-the-liberal-arts/>. Mr. Pondiscio is Director of Communications at The Core Knowledge Foundation.*

## JOB PROFILE

### NEWS ANALYSTS, REPORTERS & CORRESPONDENTS

News analysts, reporters, and correspondents gather information, prepare stories, and make broadcasts that inform us about local, State, national, and international events; present points of view on current issues; and report on the actions of public officials, corporate executives, interest groups, and others who exercise power. *News analysts*—also called *newscasters* or *news anchors*—examine, interpret, and broadcast news received from various sources. News anchors present news stories and introduce videotaped news or live transmissions from on-the-scene reporters. *News correspondents* report on news occurring in the large U.S. and foreign cities where they are stationed. In covering a story, *reporters* investigate leads and news tips, look at documents, observe events at the scene, and interview people. Reporters take notes and also may take photographs or shoot videos. At their office, they organize the material, determine the focus or emphasis, write their stories, and edit accompanying video material. Some journalists also interpret the news or offer opinions to readers, viewers, or listeners. In this role, they are called *commentators* or *columnists*.

**Requirements:** Most employers prefer individuals with a bachelor's degree in journalism or mass communications, but some hire graduates with other majors. They look for experience at school newspapers or broadcasting stations, and internships with news orgs. Large-city newspapers and stations also may prefer candidates with a degree in a subject-matter specialty such as economics, political science, or business.

#### **Compensation:**

Median annual earnings in May 2006:  
Reporters & Correspondents: \$33,470  
Broadcast News Analysts: \$46,710

#### **For More Information Contact:**

National Association of Broadcasters — [www.nab.org](http://www.nab.org)

Source: Occupational Outlook Handbook, 2008-09  
<http://www.bls.gov/oco/ocos088.htm>

## CONSIDER A CAREER IN STATISTICS

Statistics is the scientific application of mathematical principles to the collection, analysis, and presentation of numerical data. Statisticians contribute to scientific enquiry by applying their mathematical and statistical knowledge to the design of surveys and experiments; the collection, processing, and analysis of data; and the interpretation of the results.

Statisticians may apply their knowledge of statistical methods to a variety of subject areas, such as biology, economics, engineering, medicine, public health, psychology, marketing, education, and sports.

Many economic, social, political, and military decisions cannot be made without statistical techniques, such as the design of experiments to gain federal approval of a newly manufactured drug.

### Job Characteristics

- Use data to solve problems in a wide variety of fields
- Apply mathematical and statistical knowledge to social, economic, medical, political, and ecological problems
- Work individually and/or as part of an interdisciplinary team
- Travel to consult with other professionals or attend conferences, seminars, and continuing education activities
- Advance the frontiers of statistics, mathematics, and probability through education and research

If you enjoy any of these, a career in statistics may be right for you!

Statisticians provide crucial guidance in determining what information is reliable and which predictions can be trusted. They often help search for clues to the solution of a scientific mystery and sometimes keep investigators from being misled by false impressions.

### Examples of Statistics Careers

#### Medicine

The search for improved medical treatments rests on careful experiments that compare promising new treatments with the current state of the art. Statisticians work with medical teams to design experiments and analyze the complex data they produce.

#### Environment

Studies of the environment require data on the abundance and location of plants and animals, on the spread of pollution from its sources, and on the possible effects of changes in human activities. The data are often incomplete or uncertain, but statisticians can help uncover their meaning.

#### Industry

The future of many industries and their employees depends on improvement in the quality of goods and services and the efficiency with which they are produced and delivered. Improvement should be based on data, rather than guesswork. More companies are installing elaborate systems to collect and act on data to better serve their customers.

#### Government Surveys

How many people are unemployed this month? What do we export to China, and what do we import? Are rates of violent crime increasing or decreasing? The government wants data on issues such as these to guide policy, and government statistics agencies provide them by surveys of households and businesses.

#### Market Research

Are consumer tastes in television programs changing? What are promising locations for a new retail outlet? Market researchers use both government data and their own surveys to answer questions such as these. Statisticians design the elaborate surveys that gather data for both public and private use. ■

*Excerpted with permission from the website of the American Statistical Organization. Visit them online at <http://amstat.org/index.cfm>.*



## JOB PROFILE

### EDUCATION ADMINISTRATORS

Education administrators provide instructional leadership and manage the day-to-day activities in schools, preschools, day care centers, and colleges and universities. They also direct the educational programs of businesses, correctional institutions, museums, and job training and community service organizations. Education administrators set educational standards and goals and establish the policies and procedures to achieve them. They develop academic programs, monitor students' educational progress, train and motivate teachers and other staff, manage career counseling and other student services, administer recordkeeping, prepare budgets, and perform many other duties. Educational administrator positions come in a variety of titles including *principals, school district administrators, provosts, chief academic officers, department heads/chairs, registrars, deans of students, directors of admissions, etc.*

#### **Requirements:**

Most education administrators begin their careers as teachers and prepare for advancement into education administration by completing a master's or doctoral degree. Strong interpersonal and communication skills are essential because much of an administrator's job involves working and collaborating with others. Because of the diversity of duties and levels of responsibility, educational backgrounds and experience vary considerably among these workers. Some positions may require licensure. Computer literacy and a background in accounting or statistics may be assets in admissions, records, and financial work. Supervisors look for leadership, determination, confidence, innovativeness, and motivation.

**Compensation:** Median earnings in May 2006:  
Elementary/secondary: \$77,740  
Postsecondary: \$73,990  
Preschool/Childcare Centers: \$37,740

Source: Occupational Outlook Handbook, 2008-09  
<http://www.bls.gov/oco/cg/cgs007.htm>

## WORKPLACE TRENDS

### THE GENERATION GAP IN TECHNOLOGY USAGE

The newly released LexisNexis Technology Gap Survey found generational differences in the effect of technology on workplace etiquette, the blurring boundaries between personal and professional tasks, and the impact of technology overload.

According to the survey, there are vast discrepancies between generations on what the appropriate use of technology and software is, potentially causing tensions in the workplace. For example: While seventy-five percent of all Boomers agree that Personal Digital Assistants (PDAs, such as BlackBerries, Palm Treos) and mobile phones contribute to a decline in proper workplace etiquette, and believe the use of a laptop during in-person meetings is "distracting," only forty-four percent of Gen Y professionals agree.

According to the survey's findings, new technologies have blurred the lines between personal and professional tasks - especially online technologies such as blogs and social networking sites.

In addition, more than half of working professionals believe that the amount of technology available encourages "too much" multi-tasking. Respondents were asked to report on how much time they spent on each of four types of applications in an average work day (e-mail; internet browsers, instant messaging, and Microsoft Office). The average time reported for "using" each application every day added up to a total of 16.2 hours, far exceeding the standard 8-hour work day.

"The results of the Technology Gap Survey suggest a real wake-up call for today's senior management - the Boomer generation," said Mike Walsh, CEO of LexisNexis U.S. Legal Markets. "In today's evolving professional world, Boomers need to acknowledge that a technology gap among generations exists, and they must find ways to maximize productivity by implementing effective workflow solutions and integrated resources that address the challenges they face." ■

Press Release, April 15, 2009, LexisNexis. View the release at <http://www.lexisnexis.com/media/press-release.aspx?id=1096.asp>.



## MAJOR JOB BOARDS— WILL THEY LAST?

Online job boards will be gone within a decade or sooner. That's the assertion of a new report on the state of Internet job-hunting from Katharine Hansen, Ph.D., creative director for Quintessential Careers website and author of the report titled, *The Long, Slow Death March of Job Boards -- and What Will Replace Them*. Taking their place, a wave of new social-media-driven job-search sites and tools is arriving online and expected to dramatically change how job-seekers and employers find each other in the future.

"Just as the major job boards revolutionized how job-seekers searched, applied, and found jobs more than a decade ago, a new crop of Websites are arriving that will once again change the job-search landscape," says Hansen. "While traditional job boards will still play a role in how job-seekers find jobs over the next few years, social-networking sites and second-generation job boards are quickly gaining inroads, and we can expect these and other emerging job-search sites to replace the big job boards within a decade."

"One other element at the heart of this paradigm shift is the empowerment of job-seekers to create and manage their online career persona, what we refer to as their digital presence," Hansen says. "As job boards diminish in importance and effectiveness, and hiring decision-makers shift their approaches to connecting with talent through online searches, a digital presence becomes a must."

The 2009 report, the sixth in a series of annual reports published by Quintessential Careers covering the major trends in online job-search, includes these findings about how employers and job-seekers are connecting with each other online:

1. Job boards will be gone in 10 years or sooner.
2. Digital presence, "findability," and search-engine optimization (SEO) increasingly are standard operating tools for jobseekers.
3. Social-networking, people-finding, and micro-blogging participation are becoming critical to the job search.
4. Blogging is seen as a both a way to demonstrate expertise and learn more about and connect with employers.
5. Integrating multimedia into the job search -- a controversial trend -- is one to watch. ■

Press release, Feb. 8, 2009. Visit the entire release at [http://www.quintcareers.com/QC\\_job-board-death\\_news-release.html](http://www.quintcareers.com/QC_job-board-death_news-release.html)

## CAREER PATH PROFILE

*Want to know where your education can lead? This feature traces the career path of a member of society who got his/her start with a liberal arts degree.*

### BRET SCHUNDLER

Original Degree: Bachelor's in Sociology  
 School: Harvard University  
 Prominent Employer: Jersey City, NJ  
 Former Title: Mayor

### CAREER PATH

#### ADDITIONAL EDUCATION

- 1 semester at University of Haifa, Israel

#### WORK EXPERIENCE

- Washed dishes, cleaned bathrooms, & worked as a security guard through college
- Sought a position in the ministry, with no luck
- Staffer to Representative Robert Dyson (2 yrs)
- NJ coordinator & field director for Gary Hart's presidential campaign
- Bond salesman for Salomon Brothers & C.J. Lawrence (6 yrs)
- Self-employed financial mgr & grass roots organizer
- Ran unsuccessfully for NJ state senate
- Major of Jersey City, 1992 – 2001
- Ran unsuccessfully for governor in 2001 & 2005
- Currently Chairman of Empower the People and COO of The King's College

In a commencement address in 1993, Mr. Schundler explained his outlook on future success:

*"When I was in college, I was once visiting with four friends during our last semester together and they were talking about what level of success and income each would need to achieve before being happy. I had to ask, "Does this mean that you are each unhappy now, and that you will not be happy until you reach these stated goals?" If so, what a way to squander youth: waiting, always waiting. Life is too short to wait until tomorrow to be content, or depend upon external circumstances for happiness. Learn to be happy now even as you struggle through life and work hard to prepare yourselves to be of greater service to others."* ■

Read the entire address at: [www.njfaq.com/bret2001/preex/faithiscrucial.shtml](http://www.njfaq.com/bret2001/preex/faithiscrucial.shtml)



# GETTING HIRED

## WHAT THE INTERVIEWER IS REALLY ASKING

Job interviews are often the most feared aspect of finding yourself employment, and yet they need not be that way. Knowing what the interviewer is looking for in common queries can help you respond to difficult questions with effective answers.

Big Picture Questions:

**“Tell me about your career so far.”**

What they are looking for: They may be looking for progression and structure -- do you have a planned career? They may look for what is driving you to leave one job or to move to others.

How to Answer: When asked about your career, do not launch into your life story. Think first about what will be your overall story, such as 'progression up the company ladder' or 'problem-solving that evolves from technology to organization problems', then tell a concise story about how you got to where you are now.

Strengths Questions:

**“What have you done that you are proud of?”**

What they are looking for: A person who is proud of aspects of their work is likely to be more motivated to work to achieve that sense of pride again. Thus they may be seeking to understand what motivates you, and particularly what motivates you most.

How to Answer: Give them specific evidence of doing something outstanding that contributed significantly in some way. *A major customer was about to defect so I spent a lot of time with their service manager to find out their concerns. We managed to resolve these and now the customer has placed another large order.* In particular, if you are in a leadership role, show your pride in the team. *I was very proud when we reduced overheads in the department by a half. It was very much a team effort and I made sure that everyone got full recognition for their contribution.*

Weaknesses Questions:

**“What do you find difficult?”**

What they are looking for: They may be looking for the boundaries of your skills, plus how you handle difficult situations and will look for signs of mood change, i.e. whether you become angry or introverted.

How to Answer: Describe something you find difficult, but select something outside the job or something that happens infrequently. *Occasionally it is difficult when a project you have put your heart and soul into gets stopped for a reason you cannot affect, such as budget or strategic changes.* Although it is often a good idea to explain why things are difficult, be careful not to make this sound like complaining.

Working with Others Questions:

**“How do you get on with others at work?”**

What they are looking for: Are you sociable at work or solitary? Some jobs need a lot of interaction with other people and some companies have a sociable culture. Those that don't aren't likely to ask.

How to Answer: Indicate that you like people and consider other people as important. Show that although you're collaborative with others, you're not a pushover. *I do like working with others and consider it very important that we get on -- after all, we sink or swim together. It is important in my job to work proactively with others, going to see them rather than waiting for them to come to me.*

The Ending Question:

**“Do you have any questions?”**

What they are looking for: They may be looking for how much you have thought about the job and the quality or innovation in that thinking.

How to Answer: *Never* say no. Ask one or two, but not a lot. Remember the Recency Effect -- that the interviewers will recall the last thing you say more than other things, so make this a good one. You can ask for more details about the job--this gives you the opportunity to show that you are keen and thinking ahead. You could reverse the tables, asking the interviewer about themselves (i.e. *What do you like about working here?*). Make each question count by showing different attributes of yourself. ■

*Straker, David. Excerpted with permission from an article at [http://changingminds.org/disciplines/job-finding/interview\\_questions/interview\\_questions.htm](http://changingminds.org/disciplines/job-finding/interview_questions/interview_questions.htm).*



# LIBERAL ARTS LIBRARY



Need more in-depth advice about your career path? Some of these resources may be just the things you're looking for:

### ***How Successful People Think: Change Your Thinking, Change Your Life***

**By John C. Maxwell**

(June 2009)

Shares the eleven secrets that highly successful people use to succeed in life and work--including Big-Picture Thinking, Creative Thinking, Reflective Thinking, and more--in this guide that teaches readers how to expand their mind and achieve their dreams. One possible order source: [http://www.deepdiscount.com/How-Successful-People-Think--Change-Your-Thinking--Change-Your-Life-Self-Help\\_stcVVproductId66548261VVcatId482047VVviewprod.htm](http://www.deepdiscount.com/How-Successful-People-Think--Change-Your-Thinking--Change-Your-Life-Self-Help_stcVVproductId66548261VVcatId482047VVviewprod.htm)

### ***The Complete Book of Perfect Phrases for Successful Job Seekers***

**By Michael Betrus**

(2008)

Provides the precise phrases for every stage--from writing the cover letter to putting together a resume to blowing them away at the interview--helping you stand out from all the other applicants. One possible order source: <http://search.barnesandnoble.com/booksearch/isbnInquiry.asp?r=1&ISBN=9780071485661&ourl=The-Complete-Book-of-Perfect-Phrases-for-Successful-Job-Seekers%2FMichael-Betrus>

### ***The Introverted Leader: Building on Your Quiet Strength***

**By Jennifer B. Kahnweiler**

(June 2009)

After highlighting the common challenges introverts face at work, such as stress, invisibility, and perception gaps, the book details a straightforward four-step process to handle work situations such as managing up, leading projects, public speaking, and many more. One possible order source: [http://www.amazon.com/Introverted-Leader-Building-Quiet-Strength/dp/1576755770/ref=br\\_lf\\_m\\_1000368801\\_1\\_6\\_t?ie=UTF8&m=ATVPDKIKX0DER&s=books&pf\\_rd\\_p=475698551&pf\\_rd\\_s=center-2&pf\\_rd\\_t=1401&pf\\_rd\\_i=1000368801&pf\\_rd\\_m=ATVPDKIKX0DER&pf\\_rd\\_r=1Q4CDN3ZHHZ12Z2FYBP2](http://www.amazon.com/Introverted-Leader-Building-Quiet-Strength/dp/1576755770/ref=br_lf_m_1000368801_1_6_t?ie=UTF8&m=ATVPDKIKX0DER&s=books&pf_rd_p=475698551&pf_rd_s=center-2&pf_rd_t=1401&pf_rd_i=1000368801&pf_rd_m=ATVPDKIKX0DER&pf_rd_r=1Q4CDN3ZHHZ12Z2FYBP2)

### ***See Jane Lead: 99 Ways For Women to Take Charge at Work***

**By Lois P. Frankel**

(2007)

Delineates the attitudes and obstacles that keep women from reaching the top, and provides effective strategies for using and overcoming them. One possible order source: [http://www.hachettebookgroup.com/books\\_9780446579681.htm](http://www.hachettebookgroup.com/books_9780446579681.htm)

### ***Leaders Make the Future: Ten New Leadership Skills for an Uncertain World***

**By Bob Johansen**

(May 2009)

Provides tools, examples, and advice to help develop your expertise in each of the ten future skills. One possible order source: <http://www.leadershipnow.com/leadershipshop/9781605090023.html>

## JOB LINES

**Anderson Consulting – Minneapolis, MN**  
(800) 848-2103 (Business Service)

**Basha's – Phoenix, AZ**  
(602) 895-5300 (Retail)

**City of Sacramento - CA**  
(916) 264-8568

**Corning, Inc. – Corning, NY**  
(607) 974-2393 (Manufacturing)

**Ernst Corporation - MT**  
(206) 621-6880 (Engineering)

**Fisher Broadcasting-KOMO – Seattle, WA**  
(206) 443-6444

**Ford Motor Company – Kansas City, MO**  
(816) 459-1228 (Manufacturing)

**Frito Lay – Charlotte, NC**  
(704) 588-2840, ext. 2 (Food/Beverage)

**Las Vegas Convention & Visitors Authority-NV**  
(702) 226-5030

**Meridian Corporation – Alexandria, VA**  
(703) 998-3635 (Business Service)

**Nebraska Jot Hotline - statewide**  
(402) 471-2045 (Library Science)  
(800) 742-7691 (Library Science)

**Pan American World Airlines – Miami, FL**  
(305) 874-3761 (Flight Attendants/Transport)  
(305) 874-2478 (Ground Crew/Transport)

**University of Alabama – Birmingham, AL**  
(205) 934-2611

**U.S. Long Distance Corp. – San Antonio, TX**  
(210) 525-6233 (Communications)

## WEB SITES WE LIKE

### BEYOND ACADEME

A site devoted to educating historians on their job possibilities outside of the academic realm.  
<http://beyondacademe.com/>

### HUMAN ONLINE

Provides links to recruitment agencies in the United Kingdom, articles, and job news.  
<http://www.humanonline.co.uk/>

### iFREELANCE

Bid on freelance projects posted on this site, or post your portfolio to be seen by potential freelance employers.  
[www.ifreelance.com](http://www.ifreelance.com)

### JOBSERF

A service for the job hunter, seeking out and applying for jobs on your behalf.  
<http://jobserf.com/>

### KHAKE

A resource for exploring vocational and technical careers, including the various job titles available, skills required, trade schools available, and the current jobs market.  
<http://www.khake.com/>

### STANDOUT JOBS

A do-it-yourself interactive career site that leverages social media tools and principles, including video, blogging and widgets, to showcase a company's culture and team.  
<http://standoutjobs.com/site/>

### WIKI JOB

Provides resources for the job hunter, including actual interview questions from different companies, CV writing services, interview coaching, and testing.  
<http://www.wikijob.co.uk/>