

# CAREER RESOURCES

This document is intended to direct you to resources that can help you address your concerns about your job and career prospects in these difficult and uncertain times. Be well.

**First, use your ACC Resources!**

* Participate in CLE courses approved for Illinois credit through your local Chapter. See Chicago upcoming courses here:

<https://www.acc.com/chapters-networks/chapters/chicago/events>

* ACC Online Education:

[Diversity, Inclusion and Employee Engagement Strategies Through the Covid-19 Pandemic and After](https://acc.inreachce.com/Details/Information/3eae71d7-aa10-4f44-b721-4f90b2cfe6dd)

[Changing the Narrative: Successful Strategies to (Re)define Your Personal Brand](https://acc.inreachce.com/Details/Information/7f478599-4be6-4f40-8549-1acbf53f377d)

[Coaching Clinic](https://acc.inreachce.com/Details/Information/7e2b5304-ffc0-4c3b-9f09-5474f6b12591)

* Watch the [latest ACC Webcasts](https://acc.inreachce.com/SearchResults?q=COVID&searchType=1) on COVID-19 issues for in-house counsel
* Monitor [COVID-19 legal news](https://www.lexology.com/search/?q=COVID&j=&w=&f=&from=&to=) with the [ACC Newsstand](https://www.lexology.com/accnewsstand) newsletter
* Discuss with other in-house counsel on [ACC's COVID-19 online forum](https://community.acc.com/communities/community-home?CommunityKey=d25b06cd-6b4d-407c-a2e7-866a84f4830a)
* Find career tools and tips in the [ACC Career Center](https://www.acc.com/careers)
* ACC Docket: [Mindset Matters: Are You an Owner or a Tourist?](https://www.accdigitaldocket.com/accdocket/april_2020/MobilePagedArticle.action?articleId=1572568&app=false#articleId1572568)
* [ACC In-House Wellness and Support](https://www.acc.com/acc-house-wellness-support)
* ACC Chicago 2020 Membership Directory - Past experience has shown us that our members can and are ready to provide great insights and leads to one another. So, don’t overlook the value of reaching out to and networking with other ACC Chicago members. You can search the ACC database for members of any chapter by logging into your ACC account and clicking on “Membership Directory” in the drop-down menu.

**Videos, Webcasts & Articles**

* + **“Professional Responsibility & COVID-19”** presented byMike Kennedy, Vermont Bar Counsel. Kennedy, discusses professional responsibility during COVID-19 while quarantining from his garage:<https://www.youtube.com/watch?v=7YRDAQUPzFs&feature=emb_logo>
	+ **“COVID-19 Global Shelter-in-Place and Business Closure Order Briefing for In-house Counsel”** presented by ACC: [https://acc.inreachce.com/Details/Information/17aadc41-f6a743d5-83f0-7a7ac1782a9c](https://acc.inreachce.com/Details/Information/17aadc41-f6a7-43d5-83f0-7a7ac1782a9c)
	+ “**Office Organization Checklist**” by Karmen Fox, October 22, 2019:

<https://www.acc.com/resource-library/office-organization-checklist?Site=ACC>

* + “**Tech Toolbox: On Working from Home**” by Gregory Stern, April 7, 2020: [https://www.accdocket.com/articles/tech-toolbox-on-working-fromhome.cfm?\_ga=2.123413775.58699891.1586488185-215633841.1550696705](https://www.accdocket.com/articles/tech-toolbox-on-working-from-home.cfm?_ga=2.123413775.58699891.1586488185-215633841.1550696705)
	+ **“Adjusting to the New Normal: Teleworking**” by Danielle Maldonado, March 17, 2020: [https://www.accdocket.com/articles/adjusting-to-the-new-normal-](https://www.accdocket.com/articles/adjusting-to-the-new-normal-teleworking.cfm?_ga=2.92194585.2000827245.1584542530-1450822951.1560190932)

[teleworking.cfm?\_ga=2.92194585.2000827245.1584542530-1450822951.1560190932](https://www.accdocket.com/articles/adjusting-to-the-new-normal-teleworking.cfm?_ga=2.92194585.2000827245.1584542530-1450822951.1560190932)

* “**Manage Anxiety and Stress**” by the US Centers for Disease Control and Prevention (CDC).

 <https://www.cdc.gov/coronavirus/2019>[-ncov/prepare/managing-stress-anxiety.html](https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html)

**Job Search Tools and Strategies**

* JobLine listings: <https://jobline.acc.com/jobs/>
	+ Resources for Job Hunters contains a variety of materials on career planning, career alternatives, leadership skills, and job-hunting: <https://jobline.acc.com/jobseekers/resources/>
	+ Career Learning Center contains videos on resumes, networking, and interviewing:

<https://jobline.acc.com/jobseekers/resources/blueskyLMS/index.cfm>

* **Resources from our local Bar** <https://isba-jobs.careerwebsite.com/jobs/>
* **Courses Offered by LinkedIn** – each of these is multi-part and free-of-charge
	+ **Writing a Resume** – discusses both the content and the design of an effective resume: <https://www.linkedin.com/learning/writing-a-resume/>
	+ **Learning LinkedIn** – developing your profile, building your network and using LinkedIn during a job search: [https://www.linkedin.com/learning/learning-linkedin-3/get-started-withlinkedin](https://www.linkedin.com/learning/learning-linkedin-3/get-started-with-linkedin)
	+ **Digital Networking Strategies:** [https://www.linkedin.com/learning/digital-networkingstrategies](https://www.linkedin.com/learning/digital-networking-strategies)
	+ **Video Interview Tips:** <https://www.linkedin.com/learning/video-interview-tips>
	+ **Digital Body Language:**<https://www.linkedin.com/learning/digital-body-language>
	+ **Engage the Likability Effect In the Job Search:** [https://www.linkedin.com/learning/engagethe-likability-effect-in-the-job-search](https://www.linkedin.com/learning/engage-the-likability-effect-in-the-job-search)
* **Other Job Boards**

o **GoInhouse** --<https://www.goinhouse.com/>

o **InHouseBlog** -<https://www.inhouseblog.com/in-house-counsel-jobs/>

* + **USAJOBS** – the official site for US government jobs: <https://www.usajobs.gov/>

**Engage the power of Social Media –** Connect to other Chapter Members

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**Learn. Engage. Excel. Make a Difference.**