

### About the Jinfo Newsletter

The Jinfo Newsletter is a summary of the latest listings in the Jinfo database at:

<http://www.jinfo.com/>

Please forward this Newsletter to anyone who may find it useful.

To subscribe to the Jinfo Newsletter or to modify your subscription, login to your account at <http://www.jinfo.com/subs/> or send an email to [support@jinfo.com](mailto:support@jinfo.com).

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### VIP focuses on US and Scotland

The August issue of VIP features an in-depth review of Hemscott's CoreReference product which provides financial and executive data on 10,000 active public companies trading in the US. A second review examines the Member's Area of SCOTBIS, the national business portal for Scotland.

<<http://www.vivaVIP.com/>>

### Aren't long Web addresses annoying?

They break when you email them. You can't say them over the phone. Don't even talk about putting them into newsletters and magazines.

Use DigBig. Put simply: it shortens long Web addresses.

"DigBig helps me to keep my newsletter pages neat and tidy. It's quick; it works; and it's free. What more can you ask!"  
ePublisher, Manchester UK (July 2005)

<<http://www.DigBig.com/>>

### You don't have to be perfect to be right

Ever applied for what you understood to be a dynamic and interesting role, you turned up suited and booted, only to find your interviewer was wearing clothes that had seen better days? There is no cure for the image question. When it comes to attire, go by industry standards and then relax. Everyone is different and will make up their own mind if they like you or not. The interview is at best a sniffing-out and can be an extremely disappointing event if you have not got your own agenda yet. So what can you do?

- The perfect running order

A quick synopsis of your professional work experience and your educational background with further reference to your professional long-term objectives and your ideal company you wish you could work for, e.g. modern company ideally located in Central/ Greater London with a good male / female ratio.

- Your education aka continuous professional development

Your work experience aka work history, beginning with the last employment and ideally spanning back the last five years (or more). Be increasingly brief.

A short list of your main interests; this is giving an insight into how you live your life, if your interests interfere with your job, and whether or not you are a well-rounded person.

References - obtainable upon request. Good, if written and on headed paper.

- Be succinct and to the point

Never speak about yourself but about what the role entailed. Sentences starting with 'Performance of research ...' or 'It was the purpose/goal/aim/objective to ...' are spot on.

Don't obscure the truth! Enable the reader to skim-read your resume and to leave with two crucial aspects about you: milestones of your work history and qualifications. Every time your position changed your skill set consolidated.

Remember, explaining yourself in front of a potential employer should take you no more than seconds!

Make it two pages for the CV and one page for the covering letter, being very similar to your synopsis on your CV with a quick reference to what role you are applying for

- Know what you know and know how to say it

Anticipate questions that will result naturally from your CV. Offer a rough guide to what qualifications or professional status you are aiming for in the long-term future. The recruiter wants to be able to categorise you according to what you know and where you want to take your knowledge.

- Be gracious

Trust your instincts and decide when to stop communicating with a prospect over a role that is uninspiring. 'I don't think this is for me', is a good start and not offensive. Back out of roles that are out of your league by saying 'At this stage, my technical skills are inferior to other IT experts on the market'. When closing written communication, thank for the support and interest.

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Natalie Tschendel is an international researcher and business consultant, offering advice on all aspects of business development to a cross-section of industries in the UK.



## VIP

A monthly publication with in-depth reviews of business information products.



## VIP Eye

A twice-monthly current-awareness service analysing business information news announcements and trends.

## VIP Wire

Search and post press releases about business information products and services (free).

Full details at [www.vivaVIP.com](http://www.vivaVIP.com)

### Recent Reviews:

- Hemscoff
- OneSource
- ISI
- China Insight
- Hoover's
- BvD
- Corpfin
- EBSCOhost

### Forthcoming Reviews:

- Perfect Debt
- Europrospectus
- Euromonitor & EIU



Willco enables publishers to manage web-based communities, distribute e-newsletters, and publish controlled-access documents through a single, scalable, powerful system.

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- Automate the management and distribution of email newsletters
- Build community through online discussion forums
- Manage your publication schedule and control access to premium content.

*"The migration of the journal to Willco was smoothly and patiently handled, and they did everything they said they would, and on time."*

*"Their system worked flawlessly at our first attempt."*

*"We recommend them without reservation."*

Visit today and join at [www.Willco.com](http://www.Willco.com)



Jinfo (pronounced 'Jin-fo') is **the** place to find and advertise jobs in the information industry.

The Jinfo Newsletter contains advice from recruitment consultants and a list of the latest vacancies in Jinfo.

Search jobs, advertise and subscribe at [www.Jinfo.com](http://www.Jinfo.com)

### Recent Articles:

- "How I crossed from one sector to another"
- "CVs that Stand Out - the Employers Viewpoint"
- "Time to plan the induction programme"

### Recent Job Titles:

- Know How Indexer
- Associate Researcher
- Telecoms Researcher
- Information Services Assistants
- Information Services Manager



DigBig is a free service that shortens long Web addresses (URLs) to make them easier to communicate.

You simply paste in a long URL and it gives you a much shorter one back.

Try it out at [www.DigBig.com](http://www.DigBig.com)

### Testimonials

*"Absolutely indispensable, especially for links from map sites and long newspaper URLs. Brilliant for adding links to discussion group forums."*

*Information Officer, North London, UK*

*"Extremely useful when sending links to clients - looks very professional."*

*Research Manager, Manchester, UK*

## Latest Job Listings

### Vendor Management Assistant (added 31st August 2005)

URL: <http://www.jinfo.com/go/j4368>

Recruiter: Glen Recruitment

Location: London, United Kingdom

### Part-time Information Assistant (added 31st August 2005)

URL: <http://www.jinfo.com/go/j4367>

Recruiter: Sue Hill Recruitment and Services Limited

Location: Oxford, United Kingdom

### Records Manager (added 31st August 2005)

URL: <http://www.jinfo.com/go/j4366>

Recruiter: Sue Hill Recruitment and Services Limited

Location: Berkshire, United Kingdom

### Sector Analyst (added 26th August 2005)

URL: <http://www.jinfo.com/go/j4365>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - Central, United Kingdom

### Library Co-ordinator (added 26th August 2005)

URL: <http://www.jinfo.com/go/j4364>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - East, United Kingdom

### Records Management Assistant (added 26th August 2005)

URL: <http://www.jinfo.com/go/j4363>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - City, United Kingdom

### Records Manager (added 26th August 2005)

URL: <http://www.jinfo.com/go/j4361>

Recruiter: Sue Hill Recruitment and Services Limited

Location: Glasgow or home working, United Kingdom

### Learning Resource Facilitator (added 26th August 2005)

URL: <http://www.jinfo.com/go/j4360>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - West, United Kingdom

### Information Assistant (added 24th August 2005)

URL: <http://www.jinfo.com/go/j4359>

Recruiter: Glen Recruitment

Location: London, United Kingdom

### Sector Specialist / Analyst (Financial Services) (added 23rd August 2005)

URL: <http://www.jinfo.com/go/j4358>

Recruiter: Glen Recruitment

Location: London, United Kingdom

### Assistant Librarian (added 19th August 2005)

URL: <http://www.jinfo.com/go/j4356>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - Central, United Kingdom

### Careers Information Manager (added 19th August 2005)

URL: <http://www.jinfo.com/go/j4355>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London, United Kingdom

### Know How Indexer (added 19th August 2005)

URL: <http://www.jinfo.com/go/j4354>

Recruiter: Sue Hill Recruitment and Services Limited

Location: London - City, United Kingdom

### Strategic Analyst - Telecommunications Specialist (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4353>

Recruiter: Glen Recruitment

Location: United Kingdom

### Records Management / Database Specialist (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4352>

Recruiter: Glen Recruitment

Location: United Kingdom

### Senior Researcher (6 month Contract) (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4351>

Recruiter: Glen Recruitment

Location: United Kingdom

### Strategic Analyst - FMCG Specialist (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4350>

Recruiter: Glen Recruitment

Location: United Kingdom

### Senior Researcher (Investment Banking) (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4348>

Recruiter: Glen Recruitment

Location: United Kingdom

### Researcher - Marketing (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4347>

Recruiter: Glen Recruitment

Location: United Kingdom

### Legal Know-How Indexer (6 month contract) (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4346>

Recruiter: Glen Recruitment

Location: United Kingdom

### Associate Researcher (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4345>

Recruiter: Glen Recruitment

Location: United Kingdom

### Senior Researcher (Maternity Leave) (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4344>

Recruiter: Glen Recruitment

Location: United Kingdom

### Researcher (with fluent second language) (added 18th August 2005)

URL: <http://www.jinfo.com/go/j4343>

Recruiter: Glen Recruitment

Location: United Kingdom

**Information / Knowledge Officer  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4342>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Research Analysts (2) (added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4341>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Researcher (Venture Capital)  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4340>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Corporate Finance Researcher (Maternity Leave)  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4339>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Knowledge Manager / Intranet Specialist  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4338>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Knowledge Manager (Energy & Utilities)  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4337>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Healthcare Info Specialist (3-6 month contract)  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4336>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Information / Knowledge Co-ordinator  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4335>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Information Specialist (Temporary)  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4334>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Information Specialist (Permanent)  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4333>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Human Resources Researcher (added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4332>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Sector Specialist (Energy) (added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4331>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**TMT Sector Specialist (added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4330>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Researcher (added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4327>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Research Analyst (Petroleum) (added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4326>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Business Devt. Researcher / Analyst - Legal  
(added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4324>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Legal Information Officer (added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4322>  
Recruiter: Glen Recruitment  
Location: United Kingdom

**Telecoms Researcher (added 18th August 2005)**

URL: <http://www.jinfo.com/go/j4320>  
Recruiter: ARCchart  
Location: London, United Kingdom

**Corporate Archive Assistant (added 17th August 2005)**

URL: <http://www.jinfo.com/go/j4318>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - West, United Kingdom

**Senior Researcher (added 17th August 2005)**

URL: <http://www.jinfo.com/go/j4317>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: London - City, United Kingdom

**Deputy Archivist (added 17th August 2005)**

URL: <http://www.jinfo.com/go/j4316>  
Recruiter: Sue Hill Recruitment and Services Limited  
Location: East Midlands, United Kingdom