

Reference Services Division

Presents

Job Hunting 101

SANTA MONICA PUBLIC

LIBRARY



➤ Unemployment Resources

Losing Your Job

<http://www.nolo.com/legal-encyclopedia/losing-job-ten-things-that-help-29761.html>

Article from Nolo Press outlining what to do when losing a job.

Down and Out: What to do when you're downsized

<http://jobsearch.about.com/od/unemployment/a/downsized.htm>

Helpful tips for surviving layoffs.

How to Apply for Unemployment Insurance Benefits (Video)

<http://www.youtube.com/watch?v=QSuy5qXcLV8>

7 minute video from EDD explaining how to apply for unemployment benefits.

California Employment Development Department (EDD)

<http://www.edd.ca.gov/default.htm>

File for unemployment or disability insurance, post your resume and access thousands of job postings through CALJOBS.

One Stop Career Centers

<http://www.servicelocator.org/>

A list of centers providing free career counseling, resume assistance and other services for the unemployed.

Community Resources for the Unemployed:

Marina Del Rey Work Source Center
Operated by Jewish Vocational Services (JVS)
13160 Mindanao Way, Suite 240
Marina del Rey, CA 90292
(310) 309-6000

➤ Career Counseling & General Advice

Riley Guide

www.rileyguide.com

The most comprehensive job and career site on the net. Hundreds of links to job sites, job fairs, resume databases, international jobs and career counseling.

Job Hunters Bible

www.jobhuntersbible.com

The online companion to "What Color is Your Parachute?" Features links for job postings, resume tips, and researching companies, fields, and salaries.

WetFeet

www.wetfeet.com

Great resource for recent college grads. Links to city and industry profiles, resume advice, job listings, and internship opportunities. Requires free registration.

WorkSmart

www.worksmart.ca.gov

"Designed to help you prepare for and find a new entry-level job."

Salary.com

www.salary.com/home/layouts/scripts/homl_default.asp

Search the base salaries of thousands of jobs by job title and location.

Salary Paycheck Calculator

www.surepayroll.com/calculator/calc_paycheck_netpay.asp

A fast and easy way to find out what your actual wages are per hour.

Library Resources:

Books on general career advice and planning including, "What Color is Your Parachute" can be found at 650.1 and 6501.14

Books on specific careers can be found at 371.42

JobScout

http://smpl.org/Online_Databases.aspx

JobScout is a user friendly online learning platform designed to teach you basic internet skills, create a resume and search job listings. Free account required.

➤ Researching Careers & Companies

Occupational Outlook Handbook

www.bls.gov/oco

Online version of the popular government resource (available at the reference desk). Detailed career profiles cover working conditions, outlook, required training and more.

California Occupational Guides

www.labormarketinfo.edd.ca.gov/occguides/Default.aspx

Similar to the Occupational Outlook Handbook but specifically geared to the California labor market.

Vault.com

www.vault.com/industries-professions.aspx

Learn about careers, companies, working conditions and more.

Riley Guide - Research & Target Employers

www.rileyguide.com/research.html

Research prospective employers to prepare for applications and interviews.

Job-hunt.org - Finding Employer Websites

www.job-hunt.org/findingjobs/findingjobs_employers.shtml

Advice on finding job listings on employer websites

Library Resources:

Books on job searching can be found at 650.14

➤ Resumes, Cover Letters & Interviews

Job Applications - How to Complete a Job Application

www.jobsearch.about.com/cs/jobapplications/a/jobapplication.htm?r=et

A great explanation of why employers require job applications and the information needed to accurately complete them.

EResumes

www.eresumes.com

Information on electronic resumes and online networking. Includes sample resume templates from ResumeEdge.com.

Susan Ireland Resumes

<http://susanireland.com/resume/examples/format/>

Provides samples of the three main types of resumes.

Resume Help

www.resume-help.org

Advice on writing and distributing your resume to hiring managers.

The Riley Guide - Cover Letters & Other Correspondence

www.rileyguide.com/cover.html

Cover Letters.com

www.cover-letters.com

Extensive cover letter library includes examples of letters dealing with job searching, job offers, etc.

When Job Hunting – Dress for Success

www.quintcareers.com/dress_for_success.html

Hints to Dress for Success for Men & Women

SYMS- Dress to Achieve

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

A successful interview begins with a successful look

Life Hacker – Top 10 Tips for Acing Your Next Job Interview

<http://lifehacker.com/5975338/top-10-tips-for-acing-your-next-job-interview>

Excellent guide to interview preparation

Job Hunt - Successful Interviewing

<http://www.job-hunt.org/guides/Job-Hunt-successful-job-interviewing.pdf>

Library Resources:

Books on resumes, cover letters and interviewing can be found at 650.14

JobNow

http://smp1.org/Online_Databases.aspx

An online service for help writing resumes and conducting job interviews with live assistance (via chat) and related resources.

➤ Job Listings (general)

Indeed.com

www.indeed.com

Highly recommended. Access millions of job listings with one search.

Simply Hired

www.simplyhired.com

Searches listings on many sites. Excellent “Advanced Search” filters

Monster

www.monster.com

CareerBuilder

www.careerbuilder.com

Craigslist

<http://losangeles.craigslist.org/ljj/>

Great for part-time, temporary, arts, entertainment and service industry jobs.

Government Jobs

www.governmentjobs.com

Searches State, County and City govt job listings

CalJOBS

www.caljobs.ca.gov/

Register, upload your resume and apply to thousands of openings.

USAJobs

<https://www.usajobs.gov/>

Site lists current vacancies in the federal government. Also provides general federal employment information.

➤ Job Listings (specialized)

Dice

www.dice.com/

Job listings for high-tech & computer careers.

Education Job Opportunities Information Network (ED-JOIN)

www.edjoin.org

Education jobs

Creative Hotlist

www.creativehotlist.com/

Job links for graphic designers, photographers, illustrators and more.

➤ **Job Listings for Seniors**

AARP

<http://www.aarp.org/work/job-hunting/>

Job Tips and much more for 50+ workers

Workforce50.com

www.workforce50.com/

All jobs are placed by employers interested in hiring workers over 50

Senior Job Bank

www.seniorjobbank.com/

Employers are committed to hiring baby boomers and older workers

Library Resources**SMPL Web Resources**

http://smpl.org/Jobs_and_Careers_mainpage.aspx

Extensive links to online resources for jobs & careers