Reference Services Division

Presents

Job Hunting 101



Unemployment Resources

Losing Your Job

<u>http://www.nolo.com/legal-encyclopedia/losing-job-ten-things-that-help-29761.html</u> Article from Nolo Press outlining what to do when losing a job.

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

<u>http://jobsearch.about.com/od/unemployment/a/downsized.htm</u> Helpful tips for surviving layoffs.

How to Apply for Unemployment Insurance Benefits (Video)

<u>http://www.youtube.com/watch?v=QSuy5qXcLV8</u> 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 sections for job search strategies, job postings, resume tips, and researching companies, industries 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.

Salary.com

<u>www.salary.com/home/layoutscripts/homl_defaulta.asp</u> Search the base salaries of thousands of jobs by job title and location.

Salary Paycheck Calculator

<u>www.surepayroll.com/calculator/calc_paycheck_netpay.asp</u> A fast and easy way to calculate your take home income.

Library Resources:

Books on general career advice and planning including, "What Color is Your

Parachute" can be found at 650.1 and 6501.14

Researching Careers & Companies

Occupational Outlook Handbook

www.bls.gov/ooh

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.

Riley Guide - Research & Target Employers

<u>www.rileyguide.com/research.html</u> Research prospective employers to prepare for applications and interviews.

Library Resources:

Books on specific careers can be found at 371.42

Resumes, Cover Letters & Interviews

Susan Ireland Resumes

<u>http://susanireland.com/resume/examples/format/</u> Provides samples of the three main types of resumes .

Resume Help

<u>www.resume-help.org</u> 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

<u>www.cover-letters.com</u> Extensive cover letter library includes examples of letters dealing with job searching, job offers, etc.

When Job Hunting – Dress for Success

<u>www.quintcareers.com/dress_for_success.html</u> Hints to dress for success for men and women.

SYMS- Dress to Achieve

<u>http://www.symsdress.com/</u> Tips for interview attire and assembling a professional wardrobe.

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://smpl.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

<u>www.indeed.com</u> Highly recommended. Access millions of job listings with one search.

Simply Hired <u>www.simplyhired.com</u> Searches listings on many sites. Excellent "Advanced Search" filters.

Monster www.monster.com

CareerBuilder www.careerbuilder.com

Craigslist

<u>http://losangeles.craigslist.org/jjj/</u> Great for part-time, temporary, arts, entertainment and service industry jobs.

Government Jobs

<u>www.governmentjobs.com</u> Searches State, County and City govt job listings.

USAJobs

<u>https://www.usajobs.gov/</u> Site lists current vacancies in the federal government. Also provides general federal employment information.

Job Listings (specialized)

Dice <u>www.dice.com/</u> Job listings for high-tech & computer careers.

Education Job Opportunities Information Network (ED-JOIN)

<u>www.edjoin.org</u> Education jobs.

Creative Hotlist

<u>www.creativehotlist.com/</u> 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

<u>www.workforce50.com/</u> All jobs are placed by employers interested in hiring workers over 50.

Senior Job Bank

<u>www.seniorjobbank.com/</u> Employers are committed to hiring baby boomers and older workers.

Library Resources

SMPL Web Resources

<u>http://smpl.org/Jobs_and_Careers_mainpage.aspx</u> Extensive links to online resources for jobs & careers

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