Reference Services Division
Presents

Job Hunting

101
Unemployment Resources

Losing or Leaving Your Job
http://tinyurl.com/mpryme
Collection of materials from Nolo Press outlining the legal rights of workers when losing or leaving 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.

Unemployment Compensation: Offices, Benefits and Rates
http://jobsearch.about.com/od/unemployment/a/unemployment.htm
Everything you need to know about filing for unemployment insurance.

How to Apply for Unemployment Insurance Benefits (Video)
http://www.youtube.com/watch?v=612kzjANu6w
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://tinyurl.com/ykahyqp
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

Quint Careers Online Assessment
www.quintcareers.com/online_assessment_review.html
Brief descriptions and ratings of the most popular online career assessment websites.

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.

WorkSmart
www.worksmart.ca.gov/
"Designed to help you prepare for and find a new entry-level job."

Salary.com
www.salary.com/home/layoutscripts/homl_defaulta.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 can be found at 650.1
Books on specific careers can be found at 371.42
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.

Vault.com
www.vault.com/companies/searchcompanies.jsp
Learn about careers, companies, working conditions and more. The URL above links to short descriptions of over three thousand companies.

WetFeet
www.wetfeet.com
Links to city and industry profiles, resume advice, job listings, and internship opportunities.

Job-hunt.org - Finding Employer Websites
www.job-hunt.org/findingjobs/findingjobs_employers.shtml
Resources for job seekers by industry, profession and/or location.

Riley Guide - Research & Target Employers
www.rileyguide.com/research.html
Research prospective employers to prepare for applications and interviews.

JobHuntersBible.com - Industry Research
www.jobhuntersbible.com/jobhunting/sec_page.php?sub_item=019
Find the latest news about fields and industries, discover new trends and more.

Library Resources:
Books on job searching can be found at 650.14

Career Transitions
http://smpl.org/Online_Databases_By_Subject.aspx
A new database for exploring career possibilities, preparing for a job search and applying for jobs.
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.

Job Star - Resume Basics
Clear and detailed explanation on the importance of resumes.

The Damn Good Resume – Resumes & Cover Letters
www.damngood.com/sampleresumes/index.html
A book of sample resumes and cover letters by author Yana Parker.

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

Susan Ireland Resumes
www.susanireland.com/sampleresumes/format/index.html
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

Jobstar - Sample Cover Letters
www.jobstar.org/tools/resume/clet-ex.php

Cover Letters.com
www.cover-letters.com
Extensive cover letter library includes examples of letters dealing with job searching, job offers, etc.

Dress to Impress: A Guide
http://amdt.wsu.edu/research/dti/
Guidelines for Women & Men’s interview attire with examples.
When Job Hunting – Dress for Success
www.quintcareers.com/dress_for_success.html
Hints to Dress for Success for Men & Women

Job Search Toolkit - Interview Tips
www.jobsearchtoolkit.pbworks.com/Interview%C2%A0Tips
This wiki, set up by the North Carolina State Library, has an extensive list of resources including a video on interviewing.

Riley Guide - Handling Questionable Questions
www.rileyguide.com/dob.html
Great guide to dealing with tough interview questions.

Job Hunt - Successful Interviewing

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

JobNow
http://smpl.org/Online_Databases_By_Subject.aspx
An online service for help writing resumes and conducting job interviews with live assistance (via chat) and related resources.

Community Resources:
One on one resume assistance is available at the Fairview Branch Library. Call (310) 458-8681 to set up an appointment.
Job Listings (general)

JobStar
www.jobstar.org
Comprehensive site focusing on job fairs, hotlines, and career centers in California. Also covers career planning, resumes and the "hidden" job market.

Indeed.com
www.indeed.com
Highly recommended. Access millions of job listings with one search.

Monster
www.monster.com

CareerBuilder
www.careerbuilder.com

Yahoo! HotJobs
www.hotjobs.yahoo.com

Simply Hired
www.simplyhired.com
Searches listings on many sites. Excellent “Advanced Search” options.

Jobster
www.jobster.com
Search job listings & upload resumes for employers to view.

Real Match
www.realmatch.com
Matches job seekers with employers based on skills, experience and preferences.

CalJOBS
www.caljobs.ca.gov/
Register, upload your resume and apply to thousands of openings.

USAJobs
www.usajobs.opm.gov
Site lists current vacancies in the federal government. Also provides general federal employment information.

Craigslist
http://losangeles.craigslist.org/jjj/
Great for part-time, temporary, arts, entertainment and service industry jobs.
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 in California.

Health Care and Medical Employment
www.pohly.com/links.html
Job listings for the health care industry.

Creative Hotlist
www.creativehotlist.com/
Job links for graphic designers, photographers, illustrators and more.

Job Listings for Seniors

AARP
www.aarp.org/money/work
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

Career Transitions
http://smpl.org/Online_Databases_By_Subject.aspx
An online service for exploring new career possibilities, preparing for a job search and applying for jobs.