

SANTA MONICA PUBLIC LIBRARY JOB SEARCH & CAREER RESOURCES

For more information,
see smpl.org, call us at
310-458-8600, or
visit any Library location

Job Search and Career Exploration Books

Located on the 2nd floor of Main Library and in Branch nonfiction collections.

- Books on writing resumes and cover letters, interviewing skills, job searching and career exploration [call number **650.14**]
- Career examination / Civil Service test preparation study guides [call number **351.3**]

Library Job Search and Skill Development Databases

Databases may be used in the Library or remotely with your library card and PIN.

Adult Learning Center

Get live, one-on-one help from tutors for the GED, Citizenship Test, Microsoft Office, and more.

JobNow/VetNow

Get help writing resumes and conducting job interviews with live assistance (via online chat) and related resources. You must set up a free account for online chat services. Connect with VA experts for live assistance with your VA benefits eligibility and community resources for veterans.

LinkedIn Learning

Focuses on the skills needed to land jobs that are currently in-demand. Provides professional certificates that can be added to a LinkedIn profile. Offers critical soft skills training, such as resilience, teamwork, and time management. Course instruction available in English, Spanish, Mandarin, and four other languages.

Northstar Digital Literacy

Assistance for people with no, low, or limited technology skills. Provides assessments of 14 different digital skills. Offers courses that include: Email, Internet Basics, and Information Literacy.

Library Learning Programs

Email literacy.program@santamonica.gov or call 310-458-8603 to get started.

Career Online High School

Earn your accredited high school diploma plus a career certificate free through your Library. Take courses anytime, anywhere, with one-on-one help from an academic coach. See ca.careeronlinehs.org for more information.

Adult Literacy Program

Develop your reading and writing skills with a one-on-one volunteer tutor.

JOB LISTINGS WEBSITES

General Job Listings

Indeed.com: Access millions of job listings with one search.

[indeed.com](https://www.indeed.com)

Simply Hired: Searches listings on many sites.

[simplyhired.com](https://www.simplyhired.com)

Monster: Job listings, salary tools, and career advice.

[monster.com](https://www.monster.com)

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

losangeles.craigslist.org/d/jobs/search/jjj

Government Jobs

City of Santa Monica Career Pages

governmentjobs.com/careers/santamonica

Government Jobs: Searches State, County and City government job listings.

governmentjobs.com

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

[usajobs.gov](https://www.usajobs.gov)

Specialized Job Listings

Creative Hotlist: Job links for graphic designers, photographers, illustrators and more.

[creativehotlist.com](https://www.creativehotlist.com)

Dice: Job listings for high-tech & computer careers.

[dice.com](https://www.dice.com)

Education Job Opportunities Information Network (ED-JOIN): Education jobs.

[edjoin.org](https://www.edjoin.org)

CNMJobScoop: Nonprofit sector jobs in Southern California.

[jobscoop.org](https://www.jobscoop.org)

Job Listings for Seniors

AARP: Job tips and more helpful advice for workers over age 50.

[aarp.org/work/job-hunting](https://www.aarp.org/work/job-hunting)

Workforce50.com: Jobs for older or experienced workers.

[workforce50.com](https://www.workforce50.com)