

Help for Job Hunters

at Moore Memorial Public Library

Looking for a job can be a frustrating experience if you don't have the right tools. Fortunately, there are many resources out there for job hunters. This pathfinder will help you find information to help you succeed at every stage of the job-hunting process.

What Jobs are Out There?

Occupational Outlook Handbook

R 371.42 OCCUPATI 2004-2005

www.bls.gov/oco/

If you don't know exactly what you want to do, start with this publication from the U.S. Department of Labor. You can find it in the Reference Section of Moore Library or online at the web address above. It describes the duties of hundreds of different jobs, their usual wages, projected growth potential through 2012, educational/experience requirements and more.

America's Top Jobs for College Graduates

331.702 Farr

This book gives descriptions, educational requirements, typical earnings and projected outlooks for 127 different jobs typically held by college graduates.

America's Top Jobs for People without a Four-Year Degree

331.702 Farr

Descriptions, training requirements, normal earnings and projected outlooks for 165 jobs that do not typically require a 4-year college degree.

What Color is Your Parachute? 2004 Edition

650.1405 Bolles 2004

This is the newest edition of the career-change classic. This book is a great general job-hunting resource for all stages of your search. It includes several chapters on how to figure out what it is that you really want to do and what to do once you've found your direction.

Help Me with My Cover Letters and Resume!

Books:

101 Best Resumes, by Jay A. Block & Michael Betrus

650.14 Block

This book is also available at Moore Memorial Library. It offers examples of resumes showing you what to do and what not to do.

Dynamic Cover Letters, by Katherine Hansen

650.14 Hansen

This book includes examples of cover letters.

Websites:

The Career Journal Website

www.careerjournal.com/jobhunting/resumes/

This website is a publication of the *Wall Street Journal*. It includes short articles with practical advice for improving your resume and cover letters.

JobStar Website

<http://jobstar.org/tools/resume/index.cfm>

This excellent site, started by public libraries in California, offers easy to understand instructions, lots of examples and great articles with advice from the experts.

The JobWeb Website

www.jobweb.com/Resumes_Interviews/

The resume and interview page of the JobWeb site pulls together a wealth of information on how to create successful resumes and cover letters. It includes sample resumes, tips, lists of action words to use in job descriptions, advice on resume formatting and articles describing what employers want to see.

The Riley Guide Website

www.rileyguide.com/letters.html

The Riley Guide is published by Human Resources consultant, author and former librarian Margaret F. Dikel. This site includes an impressive array of articles on lots of subjects relating to your job hunt, including help with resumes and cover letters, salary negotiation, interviewing, and how to research job opportunities.

I Need to Ace My Interview:

Your First Interview, by Ron Fry

650.14 Fry

This book is directed towards students and individuals who are entering the job market for the first time, but it also serves as a good refresher for job hunters who haven't interviewed in a while. It provides an overview of the interviewing process, including how to get an interview, etiquette, and how to answer tough interview questions.

Interviews (con'd)

Get Hired!, by Paul C. Green, Ph.D. 650.14 Green
The focus of this book is preparing yourself extremely well before your interview. It offers detailed advice on how to get ready for interviews, connect with your interviewer and present your best self to potential employers. Green also addresses alternative workstyles and what to do if you say the wrong thing in an interview.

Knock 'em Dead 2004, by Martin Yate 650.14 Yate
Knock 'em Dead is a great resource for interviewees. The book describes what to expect in different types of job interviews (such as telephone interviews, stress interviews, etc.) as well as specific advice on how to answer some common interview questions. It also includes sections on dressing the part, body language, and how to make a graceful exit from your interview.

Nail the Job, by the Editors of MBA and JD Jungle Magazines 650.14 Nail
Mainly geared toward professional and white-collar jobs, this book offers tips on how to distinguish yourself (in a good way) from the crowds of other job applicants.

The Essential Book of Interviewing 650.14 Kanter
Written to serve both interviewees and interviewers, this book offers valuable insights from both sides of the desk.

I'm a Job-Hunter with a Specific Background or Need...

From Navy Blue to Corporate Gray, by Carl S. Savino, Major USAR & Ronald Krannich PhD 650.14 Savino
A guide for enlisted personnel starting new careers after leaving the service.

From Secretary Track to Fast Track, by Ken Lizotte & Barbara A. Litwak 651.374 Lizotte
For administrative staff who would like to move up into non-administrative jobs.

Successful Job Search Strategies for the Disables, by Jeffrey G. Allen, J.D., C.P.C. 650.14 Allen
Jeffrey Allen, a lawyer and employment counselor, offers job-searching advice for people with disabilities, including a sizable section on understanding how the Americans with Disabilities Act functions in the workplace.

Career Comeback, by Bradley G. Richardson 650.14 Richards
Advice for job-seekers who have been fired, laid off or had failed business ventures.

Where Can I Find Job Listings on the Internet?

Local:

Houston Chronicle Website www.chron.com/class/jobs/
In addition to searching job classifieds, this site allows you to post your resume online.

Houston Employment.com www.houstonemployment.com
Offers the opportunity to search job ads and post a resume online.

HoustonJobs.com www.houstonjobs.com
On this site, you can post a resume, search job ads, subscribe to their job mailings and read career-related articles.

The WorkSource www.theworksource.org
Serving the Houston-Galveston area, this website offers a job bank, contact information for their local offices (including the one in Texas City), links to Texas Workforce's employee training website, plus online self-assessment tests to help you determine which career is right for you.

Texas Workforce Commission www.workintexas.com
Texas Workforce Commission offers a database of jobs that you can search geographically or by job title. It allows you to apply for jobs online, and you can maintain an electronic copy of your resume in their system. The site also provides locations for local Texas Workforce offices, links to job training and childcare resources.

National:

Career Onestop www.careeronestop.org
This site is published under the auspices of the U.S. Department of Labor. It includes Career InfoNet, which provides information on job outlooks, requirements and other career development topics, one of the largest job banks on the internet, and a service locator that can help you locate agencies to help you with your job search.

Job-Hunt.org www.job-hunt.org
Functioning as a clearinghouse for job-search information on the world wide web, the Job-Hunt.org site has a wealth of different job resources, including a job bank, sources for researching potential employers, career development articles, creating resumes and networking.

Monster.com www.monster.com
National site with a large job bank, the capacity to post resumes online and excellent articles on improving your job-hunting prowess.

If you have questions about any of the sources listed on this brochure or if you just can't find what you need, ask a librarian!