

Job Hunting Pathfinder

This pathfinder is designed to be a starting point when looking for resources related to job hunting. It is not an exhaustive list. The goal is to provide an idea of various resources available to help you when job searching.

Books

~Search the Library's Catalog (<http://www.noblenet.org/beverly/catalog.shtml>)

Depending on which stage you are in the job hunt, one or more of the following search terms may be helpful. Enter a term in the subject field of the catalog: **Career Changes, Career Development, Cover Letters, Employment Interviewing, Job Hunting, Professions, Resumes, Vocational Guidance, Occupations.** Also try other specific terms relating to your occupation of interest. For example, if you are interested in the library profession, try a subject search using the terms librarians or libraries.

~Browse the Shelves

Your search in the library's catalog will give you call numbers for the item(s) you select. Browse the shelves around those call numbers – books on similar subjects are grouped together on the shelves. The following are a few general call numbers to lead to job-hunting related materials. These are meant to give you a basic place to start looking, but it is better to search in the catalog for specific topics.

Career Changes	HF 5384	Employment Interviewing	HF 5549
Cover Letters and Resumes	HF 5383	Job Hunting	HF 5381

~Reference Books

The Back Door Guide to Short Term Job Adventures by Michael Landes

Ref. 5382.7 .L352

Internships, seasonal jobs, volunteering, work abroad.

The Boston JobBank

Ref. 5382.5 .U6 M43

A guide for job hunters focusing on who to call, where to send your resume, and the major employers of Massachusetts. Includes company descriptions and addresses, advice, sample resumes.

Encyclopedia of Careers and Vocational Guidance

Ref. 5381 .E52

Information on particular jobs, careers, and industries.

Occupational Outlook Handbook

Ref. HF 5382.5 .U5 O3 2002-03

Also available through the [EBSCO database](#) and [online](#). Put out by the Bureau of Labor Statistics. Describes job duties, requirements, earnings and job prospects.

What Color is Your Parachute by Richard N.

Bolles

Ref. HF 5382.7 .B64

A popular guide for job-hunters and career changers, updated each year. The library also owns some circulating copies.

Periodicals

•*Boston Globe* Employment Classifieds

in print or online through BostonWorks.com at <http://bostonworks.boston.com/>

•Local papers

Salem News - in print or online at <http://www.salemnews.com/>

Beverly Citizen - in print or online at <http://www.townonline.com/beverly/> or <http://jobfind.com>

Look in the local papers of the area where you'd like to work. Some papers also have their classified listings online.

Government Agencies

Massachusetts Division of Career Services and the Division of Unemployment Assistance

The following contact information can be used for general assistance:

Website: <http://www.detma.org>; E-mail: ProblemResolutionUnit@detma.org

Phone: 617-626-6535; Mail: Problem Resolution, 2nd floor, 19 Staniford Street, Boston, MA 02114

Internet Resources

Directories to other Internet Resources

- Internet Public Library's Job Hunting on the Internet Pathfinder
<http://www.ipl.org/div/pf/entry/48492>
- NOBLE's Career Development and Job Hunting
<http://www.noblenet.org/careers.htm>
- The University of Kansas Top Career Sites
<http://www.ksu.edu/ces/intjob/top.html>

Exploring Careers

- CareerOneStop
<http://www.careeronestop.org/>
Wages and employment trends, occupational requirements, labor market conditions, employer contacts, job listings, post resumes, find training
- O*netonline
Occupational Information Network
<http://online.onetcenter.org/>
Search by occupations or skills to explore occupations, find education requirements, job characteristics and environment, and average salaries
- Salary.com
<http://www.salary.com>
Salary ranges, advice, salary-related articles
- U.S. Department of Labor: Bureau of Labor Statistics
<http://www.bls.gov>
Link to the current *Occupational Outlook Handbook*; job related publication links; statistical information including U.S. economy information, demographics, unemployment figures and wages.

Finding Jobs

- CareerBuilder
<http://www.careerbuilder.com/>
Find jobs, post resumes, locate career fairs, search career advice and resources
- CareerJournal
The Wall Street Journal Executive Career Site
<http://www.careerjournal.com/>
Job search, career-related articles
- Job-Hunt.org
<http://www.job-hunt.org>
Advice and tips for starting a job search, networking and news, job sites and career resource links
- Monster.com
<http://www.monster.com>
Search jobs, get networking help and career advice
- U.S. Department of Labor
<http://www.dol.gov>
Job information including wages and benefits; jobbank; DOL forms and services links

Resume and Interview Help

- JobHuntersBible.com
<http://jobhuntersbible.com>
Advice for creating a resume, finding jobs, and making contacts. Companion to the popular book, *What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers* (see Reference Books section of this pathfinder).
- JobStar Central
<http://jobsmart.org/tools/resume/index.cfm>
Resume tips and resources, sample resumes