

## **Public Libraries Briefcase**

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## **Job Hunting Tips and Resources**

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Public librarians have the opportunity to assist many patrons with their job searches. After fifteen years of offering this help to recent graduates, downsized executives and career changers, here are some tips that I can offer.

### **Develop a Great Resume and Cover Letter**

Use some of the titles listed below to develop the best resume and cover letter that you can. Don't be afraid to individualize these for a specific position and organization.

## **PRINT TITLES**

### **Reference Resources**

**Directory of Executive Recruiters**, Peterborough, N.H., Kennedy Information

Published since 1971, the famous "Red Book" details over 13,000 executive recruiters at 5,600 search firms - with all the contact information you need to start networking right away: address, phone, fax, email, web address and much more! Indexed geographically and by area of expertise.

**The National Jobbank**, Avon, Mass.: Adams Media Corp.

Alphabetically arranged by state, this indispensable annual directory to over 21,000 employers, also available in separate volumes for each state, offers a variety of pertinent contact, business, and occupational data. It also includes tips on conducting a successful job search campaign, preparing for an interview, writing résumés and cover letters, and hunting for jobs online.

**Occupational Outlook Handbook**, Indianapolis, IN: JIST Pub., comp. by U.S. Department of Labor

More than 200 occupational profiles feature the latest, exhaustive information on employment scenarios, advancement opportunities, salaries, working conditions, and training, educational, and skill prerequisites. A definitive reference for the beginning job-hunter since the 1940s, it is also available online (<http://www.bls.gov>).

Farr, J. Michael & LaVerne L. Ludden. **O\*NET Dictionary of Occupational Titles**, Indianapolis, IN: JIST Pub., 1996. 520 pp. (pb) \$15.95.



Greene, Betty, *Get the Interview Every Time: Fortune 500 Hiring Professionals Tips for Writing Winning Resumes and Cover Letters*. Dearborn Trade, a Kaplan Professional Company, 2004.

The author surveyed Fortune 500 Human Resources executives, asking what they look for in a résumé. Based on the Fortune 500 feedback, the author provides a wealth of specifics on the difficult process of writing résumés and cover letters that resonate with the people on the receiving end. Of great practical value are the examples of before-and-after résumés. The chapter on how to submit résumés by e-mail demystifies this process.

## **INTERNET SITES FOR FINDING AND GETTING A JOB**

The monster job posting sites are well known, but the following sites will help patrons to develop a more targeted job search.

### **Career Onestop**

<http://www.careeronestop.org>

In line with the Department of Labor's vision for America's Labor Market Information System, CareerOneStop, is a collection of electronic tools, operating as a federal-state partnership, providing in-depth information on wages, employment trends, occupational requirements, state labor market conditions and links to thousands of online resources.

### **JobHunt: A Meta-List of On-Line Job-Search Resources and Services**

<http://www.job-hunt.org/>

A large list of links to online jobs, job search sites and sites with more lists related to job hunting. Jobs are not actually listed here but the links are categorized by type of career and are divided into commercial and non-commercial sites. There are also links to companies which provide information about employment opportunities online. Links to hundreds of professional organizations and several job searching advice articles are also included.

### **The Riley Guide**

<http://www.rileyguide.com>

Margaret Dikel (née Riley) is a librarian and her site is, perhaps the best on the net. Certainly Richard Bolles ( *What Color Is Your Parachute?*) calls it the best gateway job site on the Web.

### **Salary.com**

<http://www.salary.com/>

This web site contains all kinds of information relating to compensation. Their "Salary Wizard" lists salary statistics for hundreds of positions.

### **WEDDLE'S**

<http://www.weddles.com>

This directory will lead you to associations' sites that feature job boards, resume banks, and other employment resources.