

Job Search Pathfinder

This pathfinder is intended to aid your job search by highlighting library resources and online search engines, as well as materials and services to enhance your resume writing and interviewing skills.

Databases:

JobNow!: Plainville Library subscribes to the JobNow! Database, which offers On-Demand Access to Expert career coaches.



<http://main.plainvillelibrary.clc.jobnow.brainfuse.com>

Connecticut Job and Career ConneCTion: A one-stop resource for the CT Department of Labor. Includes resources for self-assessment, exploring occupations, training, job searching, and resume and interviewing skills

<http://www1.ctdol.state.ct.us/jcc/>

LinkedIn.com: A career-oriented social network like Facebook. Create a profile and try to develop connections by networking.

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

General Job-Seeking Advice: Dewey Call No. 650.14

De Back, Alan. *Get hired in a tough market : insider secrets to find and land the job you need now*. McGraw-Hill, 2010. 650.14 DEB

Krannich, R. *Overcoming barriers to employment: 127 great tips for putting red flags behind you*. Impact Publications, 2006. 650.13 KRA

Crompton, Diane. *Find a job through social networking: use LinkedIn, Twitter, Facebook, blogs, and more to advance your career*. JIST Works, 2011. 650.1 CRO

Laskoff, Michael. *Landing on the right side of your ass : a survival guide for the recently unemployed*. Three Rivers Press, 2004. 650.14 LAS

Yate, Martin. *Knock 'Em Dead 2009: the ultimate job search guide*. Adams Media, 2008. 650.14 YAT

Job Search and Resume Posting Websites:

Search current job postings, post your own resume or create a profile for employers to find you on the web

Indeed.com: One stop job searching that pulls results for the top job posting sites, includes searching by salary range

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

SimplyHired.com: One stop job searching that pulls results for the top job posting sites, includes searching with special filters such as “green jobs”, age 50+ friendly” or “GLBT friendly”

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

Monster.com or CareerBuilder.com: Two of the largest job search websites. Post your resume and highlight your skills to meet employer’s candidate searches

<http://www.monster.com/>
<http://www.careerbuilder.com/>

Connecticut Jobs: Compilation of Connecticut job postings from local papers including the Plainville Citizen



<http://www.jobcentral.org/ct/>

Connecticut Career Fairs

<http://www.ctdol.state.ct.us/jobfairs/default.htm>

Information on occupations

Occupation Outlook Handbook, U.S. Bureau of Labor Statistics, 2010-2011.
REF 331.702 OCC 2011 or online at www.bls.gov/oco

Encyclopedia of careers and vocational guidance. Ferguson, 2008.
REF 331.702 ENC V. 1-5

Farr, J.M. *100 fastest-growing careers: your complete guidebook to major jobs with the most growth and openings*. JIST Works, 2009.
331.7 FAR Copies in reference and circulation

Researching business and companies: Research potential employers to walk into interviews informed and prepared.

Business & Company Resource Center (ICONN): Search company and industry profiles. To access the Resource Center, go to ICONN.org. From home computer, sign in to ICONN using your library barcode number. Select “Search Individual Resources.” Near the bottom of the middle column, select “Business and Company Resource Center.”

The Riley Guide:

Providing free career and employment information since February 1994

<http://rileyguide.com/>

The Corporate directory of U.S. public companies by Walker's, 2004: company profiles and indexes. Walker's Research, 2004.

REF 338.74 COR

Connecticut Business Directory

195,000 businesses by city, yellow page category, major employers

REF DESK 338 CON (2011 Edition)

338 CON (2010 Edition)

Connecticut Manufacturers Register 2011

Profiling 6,405 Connecticut manufacturing, processing, and wholesale distribution establishments.

REF DESK 338.002 CON

Resumes & Cover Letters: Dewey Call Number 331.115 & 650.14

Beatty, R. *Resume Kit.* Wiley, 2001.

REF 331.115 BEA

Stein, Marky. *Fearless resumes: the proven method for getting a great job fast.* McGraw-Hill, 2010.

331.115 STE

Noble, D. *Gallery of best resumes for people without a four-year degree.* JIST Works, 2009.

331.115 NOB

Betrus, Michael. *202 great cover letters.* McGraw-Hill, 2008.

650.14 BET

Yate, Martin. *Knock 'em dead cover letters: Great letter techniques and samples for every step of your search*. Adams Media, 2008.

650.14 YAT

Be sure to check the library catalog or ask a librarian for industry or occupation-specific resume resources!

Employment Interviewing

Boldt, Arnold. *No-nonsense job interviews: how to impress prospective employers and ace any interview*. Career Press, 2008.

650.14 BOL

Fein, R. *101 dynamite questions to ask at your job interview*. Impact Publications, 1996.

650.14 FEI

Stein, Marky. *Fearless interviewing : how to win the job by communicating with confidence*. McGraw-Hill, 2003.

650.14 STE

Woods, Jessica. *More successful less stressful interviewing for women: a guide to improving your interviewing skills while reducing stress*. Stellwest Pub., 1994.

650.14 WOO

Resources for Experienced Job-Seekers

Resumes for the 50+ job hunter. McGraw-Hill Publishing Company, 2009.

331.115 RES

Ryan, Robin. *Over 40 & you're hired!: secrets to landing a great job*. Penguin Books, 2009.

650.14 RYA

Byron, William. *Finding work without losing heart: bouncing back from mid-career job loss*. Adams Pub., 1995.

650.14 BYR

Caroline Bird. *Second careers: new ways to work after 50*. Little, Brown, 1992.

650.14 BIR

Resources for Recent Grads

Krannich, Ronald. *The job hunting guide: transitioning from college to career*. Impact Publications, 2003.

650.14 KRA

Resumes for college students and recent graduates. VGM Career Horizons, 1992.

650.14 RES

Richardson, Bradley. *Jobsmarts for twentysomethings.* Vintage Books, 1995.

650.14 RIC

Swager, Peggy. *Conquering today's changing job market solutions for job hunters and college students.* Hi-Caliber Books, 2005.

650.14 SWA