

Career Sources

Many worthwhile career/job sources can be found in the library as well as on the Web. Below are some notable ones. The Web sources listed are free and have their Web addresses after their titles. These sites can, of course, be accessed through the Internet computers in the library. Also available on these computers is *Microsoft Word*, a word processing program that can be used to construct cover letters and resumes. Our reference librarians can provide help at the computers as time permits.

Books in this guide have their call numbers following their titles (Note that call numbers with an “R” prefix indicate a non-circulating reference book, and an “x” at the end of a call number acts as a placeholder for possible further digits.) Our [catalog](http://swan.mls.lib.il.us/) (swan.mls.lib.il.us/) can be accessed from any computer capable of accessing the Internet. Also, keep in mind that often we are able to borrow books from other libraries. This guide is divided into two sections. “General/Miscellaneous Sources” lists sources that provide advice/information on the job search experience in general or about particular aspects of it, like resume writing or interviewing skills. The second part, “Job Listings,” points to several places where actual job openings can be found.

I. General/Miscellaneous Sources

Books on careers/job can mainly be found in two places in the Dewey Decimal System, 614.x and 331.1x.

What Color is Your Parachute (650.14 BOL)

This classic handbook covers the whole career/job search process. Written by Richard Bolles, this work has seen over thirty editions.

[JobHuntersBible.com](http://www.jobhuntersbible.com) (www.jobhuntersbible.com)

The online companion to the above book acts primarily as a directory pointing to other sites on the Web.

Knock 'em Dead (650.14 YAT)

Another good general guide to the whole job search experience

Top 100 Careers (series) (331.702 FAR)

The books in this series compile information gleaned from U.S. Dept. of Labor publications on promising careers in certain categories.

[Occupational Outlook Handbook](http://www.bls.gov/oco/home.htm) (331.7 ; R 331.7 ; http://www.bls.gov/oco/home.htm)

A comprehensive one-volume collection of job profiles that is available in print in both the Circulating and Reference Collections, as well as online at the Bureau of Labor Statistics Web site

[Career One Stop](http://www.careeronestop.org/) (www.careeronestop.org/)

This is another U.S. Department of Labor site offering job information (see *Occupational Outlook Handbook, above*.) This site is more comprehensive, in that it provides information/advice on all aspects of the job search process. One notable feature is a relatively precise salary calculator.

[The Riley Guide](http://rileyguide.com) (rileyguide.com)

This is perhaps the oldest job site on the Web and certainly the largest directory of job/career Web sites. There is some content here, but the real strength of the site is the recommendations to other worthwhile sites concerning every aspect of the job search process.

[About.com Job Searching](http://jobsearch.about.com) (jobsearch.about.com)

The parent site, *About.com*, is a collection of guides on almost every conceivable subject. They all offer original content, in addition to pointing to other relevant Web sites.

[Illinois Department of Employment Security](http://www.ides.state.il.us/individual/default.asp)

www.ides.state.il.us/individual/default.asp

5608 W 75th Pl., Burbank, IL 60459-3200 ; (708) 458-0500 (local office)

This is the department that administers the state's unemployment insurance program. In addition, though, it offers several other services to job seekers, including workshops, job listings, job fairs, general career information through its Web site, and special programs for veterans and ex-offenders.

II. Job Listings

Note that online job-listing sites often enhance your efforts by allowing you to save and post resumes and save and run searches automatically.

Daily papers (current day's issues in rack against wall at end of Circulating Collection)

The library subscribes to the following local dailies: *Chicago Tribune*, *Chicago Sun-Times*, and *Southtown Star*. Note that the job listings from these papers are available online (see below.)

[Careerbuilder](http://www.careerbuilder.com) (www.careerbuilder.com)

One of the biggest online job sites, *Careerbuilder* includes jobs posted in the *Chicago Tribune*.

[Monster](http://www.monster.com) (www.monster.com)

Another big job site along the lines of *Careerbuilder* (see above.) This site includes listings submitted to the *Chicago Sun-Times* and the *Southtown Star*.

[College Central](http://www.collegecentral.com/ccjobnet) (www.collegecentral.com/ccjobnet)

Run by a consortium of community colleges, including Moraine Valley C.C., in Northern Illinois, this website lists local jobs that often don't make the national job boards. Non-students are welcome. You have to register using a valid email address to which your password will be sent. Searches are done by occupation, location, job type (full or part-time, etc.) and/or keywords. You may also choose to show employment agency listings. An index to the subset of these jobs registered at Moraine Valley C.C is available in print form at the Adult Reference Desk.

[Indeed](http://indeed.com) (indeed.com)

Indeed is a job search engine that pulls together listings from thousands of other job-related Web sites.

govtjobs.com (govtjobs.com)

This is the place to go to search for government jobs at the state and local level nationwide.

[USAJOBS](http://www.usajobs.opm.gov) (www.usajobs.opm.gov)

USAJOBS is the Web site for the United States Office of Personnel Management, "The federal government's official job site."

[Illinois Skills Match](http://illinoiskillsmatch.com) (illinoiskillsmatch.com)

The Illinois Department of Employment Security (the department that administers the state's unemployment program) sponsors this job listing site that focuses on, not surprisingly, Illinois. It is available to all residents.