



# Steps to Success: A Guide to Job Hunting

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## GENERAL CAREER INFORMATION

### America's Career InfoNet

<http://www.acinet.org/acinet/default.asp>

Use this site to find out about wages and employment trends across occupations and industries. Job seekers can also find out what education and skills are required for numerous occupations, as well as state employment profiles. The site is part of CareerOneStop, a federal-state partnership, which also includes America's Job Bank (see Job Listings below).

### Career Click

<http://www.workforceinfo.state.il.us/>

The Illinois Department of Employment Security provides information on 700 occupations in Illinois. Salary information and employment forecasts are included.

### Licensed Occupations

[http://www.acinet.org/acinet/licensedoccupations/lois\\_state.asp?by=occ&nodeid=16](http://www.acinet.org/acinet/licensedoccupations/lois_state.asp?by=occ&nodeid=16)

This site is part of America's Career InfoNet where users can search for occupational licensing requirements by state, occupation or agency.

### Occupational Outlook Handbook

<http://www.bls.gov/oco/>

This U.S. Department of Labor publication, revised every two years, offers information on hundreds of careers, including the nature of the job, qualifications, employment trends and earnings and much more.

### Princeton Review: Career

<http://www.princetonreview.com/cte/default.asp>

Visit this site to take a career quiz, learn about turning your college major into a career, find out about technical schools, get "day-in-the life of" information for various professions, and view many career profiles.

### What Can I Do With a Major In??

<http://www.uncwil.edu/stuaff/career/Majors/>

This site from the University of North Carolina provides information to help explore and research careers based upon college majors. There are links to job sites, internship possibilities, professional associations and more.

## JOB LISTINGS AND CLASSIFIEDS

### America's Job Bank

<http://www.ajb.dni.us/>

Thousands of new jobs from across the country are posted daily. Resumes can be developed and posted at this site. Information is provided on multiple topics including careers, skills assessment, relocation, and the labor market.

### CareerBuilder

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

This site is affiliated with newspapers across the country. In addition to job listings, CareerBuilder offers a job alert that you can register for so you will receive e-mails about job listings that might be of interest.

### CareerJournal

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

This *Wall St. Journal* site offers job listings, hiring trends, salary information and job hunting advice aimed primarily at those seeking professional and managerial positions.

### Hot Jobs

<http://hotjobs.yahoo.com/>

This site from *Yahoo!* provides job listings, searchable by industry and location, as well as the opportunity to post your resume.

### Monster.com

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

Monster.com is one of the largest online job sites offering thousands of job listings searchable by industry, job title, and location. Company profiles are available, as well as extensive information in their Career Advice Center on resumes, interviewing, salary info, and relocating.

### St. Louis Best Jobs

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

A site with thousands of job listings in the St. Louis and Metro-East area. Job seekers can post an online resume.

### USAJobs

<http://www.usajobs.opm.gov/>

USAJobs is the official site for federal government employment opportunities.

### YahooNewspapers

[http://dir.yahoo.com/news\\_and\\_media/newspapers/](http://dir.yahoo.com/news_and_media/newspapers/)

A directory of major newspapers throughout the country; a good way to access classified ads.

## RESUMES

### JobStar Central

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

Look at this site for resume samples and tips. There's information on electronic resume banks, cover letters, and help choosing the right resume style to suit your employment background.

### Job Hunters Bible

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

Dick Bolles designed this site as a supplement to his popular book *What Color Is Your Parachute*. There's an abundance of information to guide the user on job-hunting on the Internet. Bolles has also posted a variety of articles written by himself and friends to help you through your job search.

### Monster Resume Center

<http://resume.monster.com/>

This site offers resume advice as well as examples of job specific resumes and cover letters.

### Rebecca Smith's eResumes & Resources

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

Job hunters can use the tutorials and articles on this site to help produce an electronic resume.

### The Resume Guide

<http://susanireland.com/>

Susan Ireland, author of several job searching books and a professional resume writer, offers resume advice and samples of resumes, cover letters and thank you letters in this very user friendly site.

## SALARY AND COMPENSATION INFORMATION

### JobStar Salary Surveys

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

This site includes more than 300 salary surveys covering both general and profession specific surveys. There is also information on benefits, negotiation strategies, help for new graduates, and much more.

### The Riley Guide; employment opportunities and job resources on the Internet

<http://www.rileyguide.com/salguides.html>

Users will find an extensive collection of links to general salary surveys, occupation and location specific surveys, U.S. government wage surveys, and information on evaluating salary data and negotiating job offers.

## **Salary.com**

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

This site offers a salary wizard which allows you to choose a job category and a location. The wizard will create a salary report with information and a chart showing median, low and high base salary for hundreds of different jobs in specific locations. There is also lots of additional information on compensation beyond just salary—bonuses, benefits, stock options.

## **Salary Calculator**

<http://www.homefair.com/homefair/calc/salcalc.html>

Salary calculator allows you to compare the cost of living in hundreds of U.S. cities.

## **RESEARCHING COMPANIES**

### **Researching Companies Online**

<http://www.learnwebskills.com/company/index.html>

This site offers a step-by-step tutorial for finding free online information about companies. The site is organized into categories such as “Locate High-Level Company Information,” “Locate Company Home Pages,” and “Monitor Company News and Periodicals,” and within each category there are multiple links to relevant web sites.

### **Hoover’s Online**

<http://www.hoovers.com/free/>

Although Hoover’s is a subscription-based site, they provide a considerable amount of free information on more than 10,000 companies in the United States and Europe. *The library owns the Hoover’s Handbook in print. They are located in the reference section at 338.7 HOO.*

### **Vault.com**

<http://vault.com/index.html>

Job seekers will find “insider” information on more than 3,000 companies and 70 industries at this site. There are also company specific message boards, job postings, career outlooks, and more. Users may register to become a member (for a fee), and this entitles you to additional information and services.

### **WetFeet.com**

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

Job hunters can check out the “Career Research” area of this web site for information on a variety of careers and companies. Advice on a number of job search topics is also available free of charge. Users can purchase access to Wet Feet’s *Insider Guides* and more detailed information.

### **Sorkins Online (This site requires a subscription and is available on computers in the library.)**

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

Users can find profiles of companies from the St. Louis, Chicago, and Kansas City regions. Profiles include company name, address, phone number, fax, officers and other managers, sales, years in business, company’s bank and more. Users can choose to limit their search by location, size, industry and other criteria. There are also hot links to company web sites. *The library owns the Sorkins’ Directory for St. Louis in print. It is located in the reference section at 658 SOR.*