

# Job Hunting Resources

We have a variety of career and job hunting books in the library that can be found by searching Ignacio, our online catalog: <http://ignacio.usfca.edu/search/X>. Subjects and keywords you can use to find these materials include **resumes**, **cover letters**, **job hunt**, **employment interviewing** or **job hunting**.

You can also browse for these materials by using the call numbers **HF 5383** in the stacks, or **Ref HF 5383** in the Reference area. If you need help finding job hunting materials, please contact the Reference Department.

For further career help, you can also visit the *Priscilla A. Scotlan Career Services Center* on campus; located in UC 429, call them at 415-422-6216, or visit their web site at: <http://www.usfca.edu/career/>

## Selected Web Sites

America's Career InfoNet: <http://www.acinet.org/acinet/>

This site offers a great deal of information, especially for anyone thinking of relocating. Includes maps, demographic information, employment trends and more for all U.S. geographic areas. Information is based on government data from the Department of Labor.

Career Center: University of California, Berkeley: <http://career.berkeley.edu/Infolab/CareerFields.stm>

This web site, from the University of California at Berkeley Career Center, includes links and information on what to do with a given major, how to pursue different jobs and career paths, internships, and other useful job hunting tips.

CareerJournal.com: Wall Street Journal: <http://www.careerjournal.com/>

At this site from the Wall Street Journal, users can post their resumes, search job listings, read articles and advice on job hunting tasks including resume writing, interviewing, and more, as well as find information on starting a business and professional development.

CareerOneStop: <http://www.careeronestop.org/>

Provides access to general information resources about wage and occupational trends, as well as a job bank service that has over a million job postings nationwide. Registration is required to post a resume. The Service locator gives contact information for a variety of worker services in an area defined by zip code or city name.

JobStar: <http://www.jobstar.org/tools/career/index.cfm>

This site includes information on writing resumes and cover letters, salary negotiation, and career guides, plus job listings for nationwide and international locations, as well as several local areas in

California, including the San Francisco Bay Area.

JobWeb: <http://www.jobweb.org>

A service of the National Association of Colleges and Employers, this site is geared toward new college graduates entering the workforce for the first time, but others may find useful information as well. The site offers an Online Career Fair, tips for interviews, an article library, and a featured article that is updated monthly.

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

Monster.com contains a wealth of information for all aspects of job hunting and career exploration, including information on resumes, interviewing, cover letters, and salary negotiation, as well as job postings.

Occupational outlook handbook / U.S. Department of Labor, Bureau of Labor Statistics [print & Internet version] Call number: REF. HF5381.A1 O15

Internet version: <http://www.bls.gov/oco/home.htm>

Wet Feet: <http://www.wetfeet.com> Go to the Company Interviews section for insider's information on a number of companies and jobs.

### ***Job Hunting, Bay Area and California***

About.com: Tech Careers: Silicon Valley Career Resources:  
[http://jobsearchtech.about.com/od/jobscity/l/blsv\\_jobsites.htm](http://jobsearchtech.about.com/od/jobscity/l/blsv_jobsites.htm)

Bureau of Labor Statistics. Occupational Employment Statistics, California:  
[http://www.bls.gov/oes/current/oes\\_ca.htm](http://www.bls.gov/oes/current/oes_ca.htm)

California Occupational Guides: Descriptions and guides for occupations throughout California:  
<http://www.labormarketinfo.edd.ca.gov/?PAGEID=139>

California Employment Development Department: <http://www.caljobs.ca.gov>

Includes information for jobseekers on positions available, as well as allowing for users to post their resumes. Functions available in English and Spanish.

### ***Company and Industry Information:***

A number of reference databases are available to help you search for journal or newspaper articles relating to employers, as well as for company and industry information.

**ABI/Inform Global:** <http://www.usfca.edu/library/databases/abi.html>  
Includes citations and summaries and full text from business periodicals that contain company and industry information, as well as products, services and notable people.

**Business and Company Resource Center:**  
<http://www.usfca.edu/library/databases/busandcom.html> Contains industry information, company profiles, brand information, rankings, investment reports, stock quotes, consumer marketing data, corporate chronologies and histories and more.

**Business & Industry:** <http://www.usfca.edu/library/databases/bni.html> Facts, figures and market information about companies, industries, products and markets. It covers all industries and is international in scope.

**GMID: Global Market Information Database:**

<http://www.usfca.edu/library/databases/gmid.html>

Excellent for country, industry, and consumer statistics and market research. Search leisure and lifestyles, foodservice, beverages, travel and tourism, and more.

**Mergent Online:** <http://www.usfca.edu/library/databases/mergent.html> Contains U.S. and international company financials, histories, ratios, news, and complete annual and quarterly financial reports. Includes 15 years of data.

**Net Advantage:** <http://www.usfca.edu/library/databases/netadvantage.html> Includes research, data, and commentary on companies, industries, stocks, bonds, and funds, from popular Standard & Poor's research products such as Industry Surveys, Stock Reports, Corporation Records, The Register of Corporations, Directors and Executives, The Outlook, and Mutual Fund Reports among others.

**Reference USA:** <http://www.usfca.edu/library/databases/referenceusa.html> Online database of directory information for publicly and privately owned companies in the U.S

**San Francisco Chronicle and Examiner (Available via Lexis Nexis Academic database):** Full-text of Chronicle articles

**TableBase:** <http://www.usfca.edu/library/databases/tablebase.html> Useful for finding statistics on industries, companies, products, countries and markets.

**Wall Street Journal (Available via ABI/Inform Global database):** Full text of The Wall Street Journal.

pls 8/09