

# JOB HUNTING?

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**NEW!** *Job Hunting for Older Workers*

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## Library Databases

### **Career Transitions** (requires valid Woodbridge library card)

This is a self-paced resource that integrates all the tools needed in the job search process, including a resumé builder, a personal profile, assessment to identify career interests and transferable skills, ability to apply for jobs, interviewing and networking tips, adult education and low-fee distance learning classes, access to unemployment services, health benefits, and other social services.

<http://www.jerseyclicks.org/>

### **Ferguson's Career Guidance Center** (requires a valid Woodbridge library card)

Includes industry and job descriptions, job-hunting advice, sample resúms and cover letters, listings for scholarships and trade associations, etc.

<http://www.fofweb.com/Careers/default.asp?ItemID=WE34>

### **Job & Career Accelerator** (requires a valid Woodbridge library card)

Assess work-related interests and suitable careers, explore over 1,000 occupational profiles, find jobs and internships from over 5 million listings, prepare professional resúms and cover letters.

[http://www.woodbridgelibrary.org/online\\_databases.htm](http://www.woodbridgelibrary.org/online_databases.htm)

### **Learn a Test** (requires a valid Woodbridge library card)

Take job-related practice exams online, with instant scoring, individual analysis and recommendations. Study for the firefighter, police officer, and other civil service exams.

[http://www.woodbridgelibrary.org/online\\_databases.htm#learntest](http://www.woodbridgelibrary.org/online_databases.htm#learntest)

### **ReferenceUSA** (requires a valid Woodbridge library card)

This database of 14 million US Businesses contains verified, accurate data and is updated monthly. The CorpTech section specializes in 17 industries, including biotech, computers, manufacturing and pharmaceuticals. New Businesses adds more than 50,000 entries each week which need a variety of goods and services and it can be used to research hot areas of economic development.

<http://www.jerseyclicks.com>

### **Woodbridge News and Information Center: Job Resource Center**

(requires a valid Woodbridge library card)

Resource for local job listings.

[http://np.newsbank.com/jobcenter/jobs/Woodbridge%20\(NJ\)](http://np.newsbank.com/jobcenter/jobs/Woodbridge%20(NJ))

## **How to Search for a Job**

### **Job Hunt**

Includes news, sites where you can search for a job and/or leave a copy of your resumé, sites which provide information and/or support useful in the job-search process, and links to thousands of local job resources by state, industry, or profession.

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

### **Job Hunters Bible**

Extensive official site designed to supplement the book What Color is Your Parachute?

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

### **Jobs4jersey**

If you are job hunting, need training, interested in exploring new career options, or even thinking about starting your own business, check this out. Use the New Jersey

Job Bank to search for job openings, post your resumé, enhance your networking skills and opportunities, and learn how OneStop Career Center can help with your search.

<http://jobs4jersey.com/>

### **Quintessential Careers**

Covers job-search tools ([cover letters](#), [resumés](#), [interviewing](#), [job offer/salary negotiations](#), etc.), methods (career networking, cold-calling, job fairs, long-distance job hunting, online job hunting, temping), how to evaluate and present yourself, and much more.

<http://quintcareers.com/>

### **Workforce New Jersey**

New Jersey's virtual One-Stop, offers on-line services to workers and employers: job fair listings , jobs in demand, self-employment assistance, careers information, support services such as income assistance, transportation, helplines, child care, housing and rental assistance, disability-related resources, and much more.

[http://lwd.dol.state.nj.us/labor/wnjpin/wnjpin\\_index.html](http://lwd.dol.state.nj.us/labor/wnjpin/wnjpin_index.html)

### **Riley Guide—Employment Opportunities and Job Resources on the Web**

Free introduction to every phase of the job search, with features on how to use the internet for job searching, and links to job and career sites.

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

### **New Jersey Labor Market Information**

Find the most up-to-date information available about New Jersey's workers, wages, jobs and careers, employment and industries, trends and projections, economy and demographics, and more.

[http://lwd.dol.state.nj.us/labor/lpa/LMI\\_index.html](http://lwd.dol.state.nj.us/labor/lpa/LMI_index.html)

### **Finding and Applying for Jobs & Evaluating Offers**

Finding—and getting—a job you want can be a challenging process, but knowing more about job search methods and application techniques can increase your chances of success. And knowing how to judge the job offers you receive makes it more likely that you will end up with the best possible job.

<http://www.bls.gov/oco/oco2004.htm>

### **PayScale Salary Comparison**

Get accurate, real-time salary reports based on your job title, location, education,

skills and experience.

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

### **Real Salary Data**

Each salary record on this site associates with a specific person's salary at a specific time. Same job title at the same location, the same company, and the same time can have very different salary number—just like your salary is usually different from that of your coworker.

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

## **Job Listings**

### **New Jersey Civil Service Job Openings**

Where to go to apply for New Jersey state, county or municipal jobs.

<http://www.state.nj.us/csc/>

### **New Jersey Best Local Jobs**

Classified ads from New Jersey newspapers, including *The Star-Ledger*.

<http://www.nj.com/jobs/>

### **New Jersey Classifieds Online**

The latest classified ads from *The Home News*, *Asbury Park Press*, and *Ocean County Observer*.

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

### **New Jersey Help Wanted**

Hundreds of local jobs across 75 categories in New Jersey including administrative, clerical, CDL Drivers, customer service, healthcare, hospitality, retail, sales and tradesman positions. Search, apply and track them all for FREE.

Post your resumé and employers can contact you directly. Personalize a job alert by activating an AutoNotify 24/7 Job Alert so that new positions meeting your search criteria are immediately mailed to you.

<http://www.newjerseyhelpwanted.com>

## **USA Jobs**

USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

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

## **Federal Jobs Digest**

Online version of a popular employment newspaper that lists U.S. federal jobs by state and occupation. Please note that some services on this site may be fee-based.

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

## **Career Board**

CareerBoard specializes in **Local Jobs** for **Local Talent**. It's nationwide, bringing the latest recruitment and job search technologies to the marketplace, but has local jobs boards covering many specific states and urban areas. CareerBoard streamlines the search process through job match technology and on-demand notification of the newest job opportunities. [Become a member](#) and have access to sample resumés, career advice, and a monthly newsletter.

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

## **Career Builder**

Patent-pending job matching technology scans your resumé for keywords, remembers what you've searched for, collects details from jobs you've applied to, then delivers jobs to you that match your interests.

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

## **Career Jet**

Includes a huge selection of job offerings on the internet by compiling job listings from company sites, recruitment agency sites, and large specialist recruitment sites. The listings themselves are not hosted by Careerjet and users are redirected to the original job posting. Encompasses over 50 countries, featuring separate interfaces that are translated into 20 languages.

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

## **Computer Jobs**

This began as a service for IT professionals looking for computer work and quickly grew into one of the UK's most successful sites, offering jobs across many sectors of the market. JobServe currently operates in a variety of industry sectors and

**advertises jobs from all over the world, including the USA.**

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

### **Craig's List**

Local classifieds for more than 550 cities in over 50 countries: jobs, housing, goods, services, etc. Receives more than 2 million new job listings each month.

<http://www.craigslist.org/>

### **Dice.com**

The leading career website for technology and engineering professionals and the companies that seek to employ them. Designed for the specific needs of technology professionals, enabling them to perform highly targeted job searches based on specific criteria, including location, type of employment, skill set and keyword.

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

### **Diversity Jobs**

DiversityJobs.com is a project developed to connect African Americans, Asian Americans, Native Americans, Hispanics, women, veterans, the disabled, members of the LGBT community, and other minority groups with diversity-friendly companies.

<http://diversityjobs.com/>

### **Employment Guide**

Focus is on hourly and skilled jobs, from entry-level to mid-management employment opportunities.

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

### **Green Job Boards**

This is a listing of job boards that focus on social or environmental responsibility.

<http://www.greencollarblog.org/green-job-boards.html>

### **Help Wanted**

Huge site covers the United States and Canada.

<http://helpwanted.com/>

## **Indeed**

Gives job seekers free access to millions of employment opportunities from thousands of websites. Indeed.com includes all the job listings from major job boards, newspapers, associations and company career pages - and continues to add new sites every day.

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

## **Job Bank USA**

One of the Internet's largest and best-known online recruiting sites. All candidates are given access to tools designed to help put together an effective resumé and to mount an efficient search for a desired position.

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

## **Jobster**

Create a career profile, post your resumé online, promote your skills and experience, get found by employers.

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

## **K-12 Jobs**

The number one site for teaching and school administrative positions.

<http://www.k12jobs.com>

## **Medzilla**

Launched to **assist biotechnology, pharmaceutical, science, medicine, and health care** professionals and employers. Extensive databases of job listings and resumé are available.

<http://medzilla.com/>

## **Monster.com**

Thinking about a new job, new career, new city, or new direction? Monster helps you explore possibilities and find opportunities that are right for you. Search jobs, post resumé, get career advice, and research companies.

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

## **Net-Temps**

Job board for temporary, temp-to-perm and full time employment through the staffing industry. Users can search from thousands of new job postings, create a free Job Search Assistant to help find their next job, post up to 3 resumé and

cover letters, set up job search agents and access other career resources including resumé writing and interviewing tips, salary calculator and weekly newsletter.

<http://www.net-temps.com/>

### **Oodle**

Fast-growing classifieds service, pulling together and organizing millions of listings from all over the Web.

<http://www.oodle.com/job/>

### **Simply Hired**

Use our job search engine and our tools to find **local jobs**, identify **trends**, research **salaries**, and secure that offer letter. We can't always promise you'll discover your dream job, but we'll give you the best chance possible to get a bigger paycheck, a more considerate boss, or a shorter commute.

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

## **Job Hunting for Older Workers**

### **Boomers Next Step**

This site is full of useful and up-to-date information for the Baby Boomer generation, featuring articles like "Boomer Employment -- Deciding on a Second Career" and "Career Change -- How Old is Too Old?" Sections on job news, careers and lifestyles, offer material suited for workers ready to plan for their next stage in life.

<http://boomersnextstep.com/>

### **Experience Works**

Experience Works is a national, charitable, community-based organization that helps older adults get the **training** they need to find good jobs in their communities.

<http://www.experienceworks.org/>

### **JobsOver50**

Welcomes Boomers and retirees to a free employment service dedicated to the 50+ job seeker.

<http://jobsover50.com/>

## **Quintessential Careers - Mature and Older Job-Seekers**

This section of Quintessential Careers has job and career resources for baby boomers, mature third-age job-seekers, and older workers looking for new job, work, and career-change strategies and tactics.

[http://www.quintcareers.com/mature\\_jobseekers.html](http://www.quintcareers.com/mature_jobseekers.html)

## **Retired Brains**

A straightforward site with searchable job posting as well as job hunting tips, RetiredBrains.com caters specifically to mature workers. Job hunters can search both domestic and international job listings by keyword, location and job type. You can even post your resumé and register for an e-mail job-search agent.

<http://retiredbrains.com/>

## **Retiree Work Force**

RetireeWorkForce focuses on providing unique part-time, flexible, seasonal and full-time positions not found on other job search sites. In addition to the regular job search and resumé building features, RetireeWorkForce offers the RW University, a program featuring **over 130 instructor-led and self-directed online courses and certificates.**

<http://retireeworkforce.com/>

## **Retirement Jobs**

Started in 2005 by a team of professionals with media, recruiting and HR experience, RetirementJobs.com identifies age-friendly companies and matches them with active, productive, conscientious, mature adults seeking a job that matches their lifestyle. The basic job search features are free, though users can upgrade to a premium service that gives access to seminars and other special content.

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

## **Senior Job Bank**

The *average* age of visitors using the SeniorJobBank is 57. It seeks to encompass the full range of employment types and disciplines, from part-time workers and new workforce entrants to highly skilled executives and engineers continuing their full-time careers.

<http://seniorjobbank.org/>

## **Seniors4Hire**

Designed for businesses which value a diverse workforce to recruit folks in the U.S. 50 and older, including retirees and senior citizens looking for a job and/or other

ways to earn money. **Free membership** for job seekers 50 and older.

Create a member profile, post a resumé, access the Featured Employer section, Featured jobs area, nationwide Jobs database, Job Notification service, and the Jobs Wanted section. Also find information on government programs and other valuable resources tailored for mature workers.

<http://www.seniors4hire.org/>

### **Wiser Worker**

WiserWorker has searchable job posting as well as job hunting tips, blogs and other resources aimed specifically at mature workers. In collaboration with the AARP, it also organizes both traditional and virtual job fairs for the 50+ workforce.

<http://wiserworker.com/>

### **WorkForce 50**

This career site caters to mature workers searching for employment, making a transition, or approaching retirement. Its full-service job board features job posting by employers specifically interested in staffing from the 50+ workforce.

<http://www.workforce50.com/>

## **Resumé and Cover Letter Writing**

### **Cover Letters from Career Services @ Virginia Tech**

Excellent summary of how to write a cover letter, including sample letters.

<http://www.career.vt.edu/JobSearchGuide/CoverLetterSamples.html>

### **CareerLab: the First and Best Cover Letters**

1,001+ free cover letter examples for consultants, career changers, and job hunters.

<http://cover-letters.com/Home.aspx>

### **Career Overview Resumé Writing Center**

A comprehensive selection of resumé, cover letter, and curriculum vitae writing tips, sample resúmes, sample cover letters, thank you letters, references, job applications and more job search correspondence help and advice.

<http://www.careeroverview.com/resumes.html>

## **The Damn Good Resumé**

Resumé writing doesn't HAVE to be painful even if you're faced with problems like employment gaps, job hopping, age discrimination, being fired, layoffs, or worse. Down-to-earth advice and free samples to get your resumé to your next boss.

<http://www.damngood.com>

## **New York State CareerZone – Cover Letter Maker**

Compose a simple or a custom cover letter using an easy fill-in form, then print it as an HTML file, a PDF, or a MicroSoft Word document.

<https://www.nycareerzone.org/cz/resources/jobseeker/cover.jsp>

## **New York State CareerZone – Resumé Maker**

A simple fill-in form for composing your resume, which can then be re-created for printing as an HTML file, a PDF, or a MicroSoft Word document.

<https://www.nycareerzone.org/cz/resources/jobseeker/resume.jsp>

## **Resumés: Creative Job Search Article**

In today's job market, the resumé is an important tool for anyone looking for work. Everyone, from the new entrant into the workforce to the experienced professional, benefits from a well-written resumé.

[http://www.positivelyminnesota.com/JobSeekers/Find\\_a\\_Job/Write\\_a\\_Resume/index.aspx](http://www.positivelyminnesota.com/JobSeekers/Find_a_Job/Write_a_Resume/index.aspx)

## **Job Star Resumé Guide**

Includes sample resumés and cover letters, web resources, and resumé tips.

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

## **Resumé Writing: How to Write a Masterpiece of a Resumé**

This award-winning guide to resumé writing will teach you to write a resumé equal to one done by a top-notch professional writer. It offers examples, format choices, help writing the objective, the summary and other sections, as well as samples of excellent resumé writing.

<http://www.rockportinstitute.com/resumes.html>

## **VisualCV: A Better Resumé, Online**

VisualCV.com is the first website that allows you to create an **Internet-based, media-rich resumé**, build and manage an online career portfolio, and securely

share professional qualifications with your customers, partners, employers and colleagues.

<http://www.visualcv.com/www/index1.html>

## **Careers and Job Training**

### **Career OneStop**

U.S. Department of Labor-sponsored site which includes: America's Career InfoNet, featuring occupation and industry information, salary data, career videos, education resources, self-assessment tools, and career exploration assistance, and America's Service Locator, connecting individuals to employment and training opportunities available at local One-Stop Career Centers, as well as Key to Career Success, helping veterans and military service members transition to civilian careers.

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

### **Internet Career Connection**

Designed to help you discover occupations that best match your personality style, interests, skills, values and behavioral traits. Very useful for high school and college students trying to select their first career direction; and adults interested in making a mid-life career change, but who are unsure of a direction.

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

### **New Jersey Career Assistance Navigator**

NJCAN offers extensive information on over 550 occupations and **194 New Jersey Occupational licenses, registrations, and certifications**. Includes sections on apprenticeships and on volunteering.

<http://www.njcan.org/>

### **New Jersey Next Stop**

This State site is geared to helping teens, parents, and counselors learn more about career interests, options, and the world of work. Provides information about industries, occupations, and skills that are in demand in New Jersey. Free career assessment to help focus your search.

<http://www.njnextstop.org/>

### **New Jersey Training Opportunities**

Search for schools and organizations in New Jersey providing occupational

education and job training.

<http://www.njtrainingsystems.org/>

### **Occupational Outlook Handbook**

For hundreds of different types of jobs—such as technician, lawyer, and nurse—the *Handbook* tells you the training and education needed, earnings, expected job prospects, what workers do on the job, and working conditions. It also gives you job search tips, links to information about the job market in each State, and more.

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

### **Technical Schools USA**

Find the education you need to start a career in the fast-growing technology field. Reviews and recommends schools that provide technical career preparation.

Several of the schools reviewed also offer online alternatives to classroom-based education.

<http://www.technical-schools.us/>

## **Job Loss and Unemployment**

### **New Jersey Department of Labor and Workforce Unemployment Insurance**

Where to go to file an unemployment insurance claim online.

[http://lwd.dol.state.nj.us/labor/ui/ui\\_index.html](http://lwd.dol.state.nj.us/labor/ui/ui_index.html)

### **GovBenefits.gov**

GovBenefits.gov is the official benefits website of the U.S. government, with information on over 1,000 benefit and assistance programs.

[http://www.govbenefits.gov/govbenefits\\_en.portal](http://www.govbenefits.gov/govbenefits_en.portal)

### **Losing or Leaving Your Job**

From Nolo Press, a useful resource for those losing or leaving a job. Includes a list of “Ten Things You Can Do to Make It Less Painful”.

<http://www.nolo.com/resource.cfm/catID/3D3D9B4B-C63B-4E74-BA5458D500BBF72A/104/150/146/>

### **Laid Off? Here's How to Stay Afloat**

A list of “dos and don'ts” to help people who have lost their jobs cope financially.

<http://www.smartmoney.com/spending/deals/laid-off-heres-how-to-stay-afloat-23321/>

## **Unemployment Insurance**

The Department of Labor's Unemployment Insurance programs provide benefits to eligible workers who become unemployed through no fault of their own and meet certain other eligibility requirements.

<http://www.dol.gov/dol/topic/unemployment-insurance/>

## **Housing Counseling**

### **HUD: Making Home Affordable Program**

This program includes opportunities to modify or refinance your mortgage to make your monthly payments more affordable. It also includes the Home Affordable Foreclosure Alternatives Program for homeowners who are interested in a short sale or deed-in-lieu of foreclosure.

<http://www.makinghomeaffordable.gov/>

### **HUD in New Jersey**

Information on the many resources available to New Jersey home owners through the U.S. Housing and Urban Development Department.

<http://www.hud.gov/local/index.cfm?state=nj>

### **HUD Approved Housing Counseling Agencies in NJ**

List of housing counseling agencies in New Jersey, arranged alphabetically by city. Agencies provide assistance with such issues as loss mitigation, money debt management, and mortgage delinquency and default resolution counseling.

[www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm?&webListAction=search&searchstate=NJ](http://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm?&webListAction=search&searchstate=NJ)

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### **Get Help**

This site from the New Jersey State Library has categories listing Work Tools, Financial Tools, Housing Tools, Health Tools and Parental Tools, as well as Tools for Seniors. Users will find resources to help them pay their bills, avoid foreclosure, get job assistance or file for Medicaid.

<http://gethelp.njlibraries.org>