

Pathfinder

Job Hunting on the Internet

Before you begin, it will be easier if you know what your target areas are: what type of job do you want? Where do you want the job to be located? Also, have your resume ready so that you can apply for job openings that you find. If you need help preparing a resume, check out the resume and cover letter books beginning with the call number 650.

Job-Hunting on the Internet

www.quintcareers.com/jobseeker_guide/ A tutorial targeted to non-student job hunters that explains how to use the Internet for career development and job hunting.

Triton Community College. Community Education: Workforce Development Program

www.triton.edu Offers courses and short-term training opportunities for skilled positions such as bank teller and pharmacy technician and in computer software. You can also reach the Continuing Education Office by phone at (708) 456-0300 x3510.

Encyclopedia of Careers and Vocational Guidance R/331.7/Enc

Occupational Outlook Handbook R/331.7/Occ

Both of these reference sources contain profiles of jobs and careers including salary, websites for trade/professional organizations, education requirements and prospects for future employment. The Handbook is also on the web at **www.bls.gov/oco/home.htm**

Internet Sites with Job Postings

Job boards are places where employers will post openings for positions, similar to the classified section of your newspaper. You can search these sites for job listings, but you will have to register at the site if you want to apply for any position. To register, you may need to submit your resume or fill out their application. Once registered, you will be able to apply for positions that are posted. Free registration is offered at the following popular sites:

Monster.com – **www.monster.com** – This is one of the largest job boards in existence, offering a variety of jobs within a variety of industries.

Chicagojobs.com – **www.chicagojobs.com** – This site is partnered with many of the local newspapers to provide Chicago-area specific job postings. This site also provides other career resources on job searching, resume and cover letter writing, interviewing, and networking.

Chicago Tribune – **www.chicagotribune.com/classified/jobs/** – Partnered with CareerBuilder, the Tribune offers job ads from its classified section along with ads from across the nation.

Illinois Skills Match – **www.illinoisskillsmatch.com** – Evaluates your experience and interests to suggest best possible job matches. Government jobs with the State of Illinois require that you register here.

USAJOBS – **www.usajobs.opm.gov/** – Official job site for the United States federal government. All job openings with the federal government are listed here.

***REMEMBER** – Consult a librarian for tips on searching for jobs in a specific field.