

Pathfinder

Job Hunting on the Internet

What follows is a sampling of links to popular sites for job resources (and there are hundreds). We recommend you have your resume saved to a flash drive, ready to send to any prospective employer.

Getting Started: *These sites will help you learn the ropes of online job hunting.*

Job-Hunting on the Internet – www.quintcareers.com/jobseeker_guide – A tutorial geared toward non-student job hunters. Explains how to use the Internet for career development and job hunting.

Illinois Worknet Northern Cook County – www.illinoisworknet.com – Contains a number of links to resources and services for job seekers and employers.

Triton Community College. Community Education: Workforce Development Program – www.triton.edu – Offers courses and short-term training opportunities for skilled positions (e.g. bank teller, pharmacy technician, computer technician). Reach the Continuing Education Office by phone at (708) 456-0300 x 3510.

Internet Sites with Job Postings: *Registration for these sites is free and usually involves uploading your resume to their site or filling out their application forms online.*

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.

CareerBuilder.com – www.careerbuilder.com/jobs/illinois/chicago – By far the largest online employment website. New job ads are posted several times per day everyday.

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

Craigslist Chicago, all jobs – chicago.craigslist.org/jjj – A well-known classified ad website. New ads for full-time and part-time work are posted daily.

Illinois Skills Match – www.illinoisskillsmatch.com – Lets Illinois-area employers post job openings and job seekers post their qualifications. Links qualified candidates to matching jobs.

USAJOBS – www.usajobs.opm.gov – Official job site for the United States federal government. All job openings with the federal government are listed here. For jobs with the state government, check out: **Work 4 Illinois** – work.illinois.gov

FOR MORE:

✓ **Click the BUSINESS tab on the Library's website (www.westchesterpl.org) for more links to job resources, including the Illinois Department of Employment Security.**

✓ **Books about writing effective resumes and cover letters are shelved in the 650s in the adult non-fiction section of the Library.**