

# Job Search

## JOB RESOURCES

The Wellesley Free Library Reference collection includes business and industry directories that are useful for researching a prospective employer. The Career section has many books that describe specific careers as well as books that aid in searching for and finding a job. Books in the career section may be checked out.

## COMPANIES & INDUSTRIES

- ***Almanac of American Employers***

(Business Reference 331.2 Almanac)

This resource includes 500 industry profiles focusing on information on industry outlook and trends. The book is indexed by career type, locations and industry.

- ***Hoover's***

(Business Reference 338.74 Hoover's)

This set has in-depth information on 2,550 of the world's largest, fastest growing and most influential public and private companies.

- ***Job Hunter's Sourcebook***

(Reference 331.128 Job)

This reference lists, for specific careers, employer directories, employment agencies, placement services, sources of help wanted ads, and internet resources.

- ***Boston Business Journal Book of Lists***

(Business Reference 338.7 Book)

This book lists detailed financial information on the largest companies and important industries in the Greater Boston area.

- ***Standard & Poor's Industry Surveys***

(Business Reference 332.67 Standard)

This is the source for statistical summaries and comparative information by industry sector. The set includes trends, projections, market analyses and performance comparisons of firms in each industry sector.

# Reference Resources



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LIBRARY

## DIRECTORIES

- ***Directory of Executive Recruiters***

(Ready Reference 658.31 Directory)

This resource is indexed by job function, industry, location and recruiter specialties. Included is a general description of the recruiter along with industry areas covered and minimum salary.

- ***Directory of Outplacement & Career Management Firms***

(Business Reference 331.128 Directory)

This resource is indexed by firm, principals, location and industry.

## CAREERS

- ***Encyclopedia of Careers & Vocational Guidance***

(Reference 371.42 Encyclopedia)

A Multivolume set that describes occupations. Volume one includes career guidance related to preparing for a career, finding a job, applying and being hired.

- ***Occupational Outlook Handbook***

(Reference 371.42 Occupational)

The U.S. Government's publication on career information provides descriptions for various occupations and careers. It contains information on career preparation, salary expectation and prospective changes in the workplace.

## CAREER CENTER

The career center includes resources which provide information on finding the right career path. Unlike reference books these books can be taken home. Many of the volumes in this

collection target specific industries or careers, for example:

- ***Careers In Focus***

(Careers Shelf)

Each volume in this series focuses on a specific career path such as Technicians. It contains an overview and history of the job as well as information on earnings, the work environment and growth outlook.

- ***Career Opportunities in the \_\_\_\_ Industry***

(Careers Shelf)

This series provides information on jobs in a particular industry such as Fashion. Included is data on education and training, employment prospects, salaries and tips for entry.

## ONLINE DATABASES

- ***General BusinessFile ASAP and Company Profiles (1980-date)***

General BusinessFile ASAP has over 45,000,000 indexed journal articles,

newswire releases and some local area business titles and trade journals.

Selecting advanced search lets you search *Company Profiles*. This database has information from *Ward's Business Directory* and *Graham & Whiteside's World's Major Company Series*.

*Investext* contains full text investment reports on public companies.

- ***Reference USA***

Compiled from publicly available sources this resource includes addresses, phone numbers, website addresses, sales reports, employees, subsidiary information, and SEC filings for companies. Searches can be limited by major industry group, annual sales volume and other criteria.

## HELPFUL WEB SITES

- **Hoover's Online**

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

Searchable index of free profiles and financials of US companies (also has a fee based section).

- **U.S. Department of Labor Occupational Outlook Online**

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

The U.S. Government's publication on career information provides descriptions for various occupations and careers.

- **U.S. Department of Labor Career Guide to Industries**

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

This is a companion publication to the Occupational Outlook Handbook. This site provides information on occupations from an industry perspective reporting the number of jobs, geographic areas that have jobs, and the size of the establishments.

- **Kirstein Business Branch**

<http://www.bpl.org/research/kbb/kbbhome.htm>

A specialized business reference and research service of the Boston Public Library located near Boston's financial district.

- **Job Hunters Bible**

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

This site is a supplement to the book, *What Color is Your Parachute: A Practical Manual for Job Hunters and Career Changers*.

#### JOB SITES

- **AllJobs.com** <http://www.alljobs.com/>
- **Boston Globe's CareerPath**  
<http://www.boston.com/jobs/>
- **Boston Job Source**  
<http://bostonjobsource.com/>
- **Boston Jobs** <http://www.bostonjobs.com/>
- **Craigslist for the Boston Area**  
<http://boston.craigslist.org/>
- **Flipdog** <http://www.flipdog.com/>
- **Idealist** <http://www.idealists.org/>
- **Job Central** <http://www.jobcentral.com/>
- **Jobfind from the Boston Herald**  
<http://www.bostonherald.com/jobfind/>

- **Job-Hunt** <http://www.job-hunt.org/>
- **Massachusetts State Job Search**  
<http://web.detma.org/Jobseeker/jb1a.asp>
- **Medzilla Medical Jobs**  
<http://www.medzilla.com/>
- **TV Jobs** <http://www.tvjobs.com/>
- **Wall St. Journal's Careers**  
<http://online.wsj.com/public/page/news-career-jobs.html>
- **Wind Networking Site**  
<http://www.windnetworking.net/index.htm>

#### CLASSIFICATION NUMBERS TO BROWSE

|                         |        |
|-------------------------|--------|
| Career Guidance         | 331    |
| Cover Letters           | 650.14 |
| Employment Interviewing | 650.14 |
| Job Hunting             | 650.14 |
| Negotiation in Business | 650.14 |
| Resumes                 | 650.14 |

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