

# CAREER RESOURCES

## Print & Audiovisual Materials

## Online Resources & Websites

<b>Personality &amp; Career Assessment</b>	<b>Vocational Guidance</b>	<b>Resume Writing (including Cover Letter)</b>
<b>Interviewing</b>	<b>Networking</b>	<b>Blogs</b>
<b>Job Search Sites – National</b>	<b>Job Search Sites – Local</b>	<b>Job Search Sites – for various groups</b>

## Workshops

## Job Fairs

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## Print & Audiovisual Materials Available In Our Library & Network

Please check the online catalog using the following terms as search words in subject keyword searches to find all related materials in our Library and network. Print materials can be found in the Career stack on the first floor. Materials available in our network can be requested online and materials available from other networks can be requested through the interlibrary loan service at the Information Desk.

Cover Letters  
Employment  
Employment Interviewing  
Job Descriptions  
Job Hunting  
Job Satisfaction  
Occupational Aptitude Tests  
Occupations  
Personality and Occupation  
Personality Assessment  
Resume (employment)  
Self-actualization (Psychology)  
Social Networks  
Vocational Guidance  
Vocational Interests

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## Online Resources & Websites

### Personality and Career Assessments.

These tests help you expand your awareness of your strengths and weaknesses. There are six rules for taking these assessments, according to [www.jobhuntersbible.com](http://www.jobhuntersbible.com), who publishes the book "What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers"

1. No test can measure YOU
2. You are unique, and are like nobody else on earth
3. Don't pre-determine how you want the test to come out
4. You're looking for clues, hunches, or suggestions
5. Take several tests and not just one
6. Don't try to force your favorite online tests on your friends

There are many personality and career assessment tools available, free or with a fee, paper or online. If you are a new college grad, the Career office in your school could help you a lot. If you prefer do-it-yourself, the following are some of the popular tools.

**Careeronestop** at <http://www.careeronestop.org/ExploreCareers/ExploreCareers.aspx>

This U.S. Department of Labor-sponsored web site offers career resources and workforce information to job seekers, students, businesses, and workforce professionals to foster talent development in a global economy. (If you are recently out of work, visit the re-employment portal, which includes answers about unemployment benefits and COBRA rights)

**CareerPath** <http://www.careerpath.com/career-tests/careertestingcenter.aspx>

Contains tests to determine your job satisfaction level, to find the jobs that match your skills, to find the ideal career that correspond with your potentials, and to help you plan your career. Free.

**Keirsey Temperament Sorter®-II (KTS®-II)** <http://www.keirsey.com/sorter/register.aspx>

Its 70-question personality instrument helps individuals discover their personality type. Free.

**Myers-Briggs Type Indicator** <http://www.myersbriggs.org/>

The most authoritative personality inventory and is used by many career counselors. It is designed to measure psychological preferences in how people perceive the world and make decisions. With fee.

**Occupation Sorter** <http://masscis.intocareers.org/>

Made available by Massachusetts Career Information System. Uses 28 factors often considered in career decision-making. According to the website, "Occupation Sort is not a test. It is designed to let you say what you know about yourself, your likes and dislikes, and creates a list of occupations that match your preferences. It doesn't tell you what you should be. Instead, Occupation Sort locates occupations that match factors you consider important". Free.

### Vocational guidance

**O\*NET Resource Center** at <http://www.onetcenter.org/>

A database, made available by U.S. Dept. of Labor, provides descriptive information for more than 900 occupations. Each descriptor includes skills, abilities, knowledge, tasks, work activities, work context, experience levels required, job interests, work values/needs, and work style.

**Occupational Outlook Handbook** at <http://www.bls.gov/oco/>

It's the online version of the Handbook. *The Occupational Outlook Handbook* is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. Each occupation's description includes: the training

and education needed, earnings, expected job prospects, what workers do on the job, and working conditions.

## Resume writing (including cover letters)

The Library has a good collection on these topics. These printed materials provide many examples and tips to make your resumes and cover letters representing you to the potential employers. However, if you prefer online help, you might explore these websites.

### **The Damn Good Resume** at <http://www.damngood.com/>

This website provides a lot of examples and advice on resume writing, job search, and solutions to typical tough resume problems (such as gaps in work history, salary information, lack-of-experience, or overqualified). The “Job Lounge” section will link to Susan Ireland’s Job Lounge that provides blogs from Susan Ireland.

### **Job Hunters Bible** at <http://www.jobhuntersbible.com/>

Excellent advice and reviews of resources in three major sections: Job Listings; Resumes; and Career Counseling.

### **Monster Career Advice** at <http://career-advice.monster.com/resumes-cover-letters/careers.aspx>

This website offers plenty of sample resumes by industry and many articles on entering a variety of industry, advice for people with various career levels (e.g. college students, entry level), and special reports (e.g. laid-off, age 50+, dress for success).

### **The Riley Guide** at <http://www.rileyguide.com/letters.html>

This site explains what you should know before posting a resume online. It has plenty of pointers on content and formatting, choosing a job site, and staying cyber-safe.

Another option is to find a professional resume writer. These websites can help.

### **Professional Association of Resume Writers & Career Coaches** at <http://www.parw.com/home.html>

### **National Resume Writers’ Association** at <http://www.thenrwa.com/>

## Interviewing

All of websites listed above in Resume Writing section also offer excellent ideas on interviewing skills and tips.

### **Jobweb** at <http://www.jobweb.com/>

JobWeb offers career and job-search advice for new college graduates, a service provided by the National Association of Colleges and Employers.

### **Monster Career Advice** at <http://career-advice.monster.com/job-interview/careers.aspx>

This website offers many articles on interview preparation, interview questions, interview appearance, and interview follow-up.

### **Quintessential Careers** at <http://www.quintcareers.com/intvres.html>

It has a collection of the job interviewing resources -- including articles, tutorials, quizzes, and tools. Special features are on Interview Question Database and Practice Interviews for “Experienced job-seekers and career changers” and “College students and recent college grads”.

## Networking

Network with anyone who can assist you with a job search or career move. This can include family, past and present co-workers, bosses, friends with similar interests, colleagues from business associations, alumni from your

university, or acquaintances you have met via online networking services. You might also consider the following online tools:

**Internet Network Tutorial** at [http://www.quintcareers.com/Internet\\_Networking/](http://www.quintcareers.com/Internet_Networking/)

A comprehensive guide to the many ways you can use the Internet to connect with people all over the world and help build your personal network of contacts for social, business, and career purposes.

**Facebook** at <http://www.facebook.com/>

Use Facebook to keep up with friends and learn more about the people they meet.

**LinkedIn** at <http://press.linkedin.com/>

A social network of experienced professionals from around the world, representing 170 industries and 200 countries. You can find, be introduced to, and collaborate with qualified professionals.

**WIND** at <http://www.windnetworking.net/index.html>

WIND is a privately run, self-supporting organization in Boston area whose mission is to provide professionals undergoing job transitions a weekly opportunity to network, sharpen job search skills, and stay motivated and focused throughout a job search. You will have to pay fee to attend the meetings. (a one-time \$10 registration fee plus \$10 per meeting attended). There are 2 groups in nearby areas.

- WIND/North group meets every Wednesday 9:00 am at the Wilmington United Methodist Church (87 Church St. Wilmington)
- WIND/Boston meets on the second and fourth Wednesday 11:00 am – 1:30 pm at the Paulist Center (5 Park Street, Boston).

## Comprehensive job posting sites

### NATIONAL

<http://www.beyond.com/> -- one of the top 20 best job search web sites selected by PC Magazine

<http://www.careerbuilder.com/> -- also check "Free Resume Review (**Employers aren't calling? Maybe your resume is holding you back**)"

<http://www.dice.com/> - career website for technology and engineering professionals

<http://www.diversity.com/> -- focused on recruiting job seekers from diverse ethnic cultures, life styles,

<http://www.execu-search.com/> -- screens and reviews every resume that is submitted, and helps employers find the best possible candidates for their open positions.

<http://www.hotjobs.yahoo.com>

<http://www.jobbankinfo.org/> -- America's Job Bank

<http://www.jobster.com/> -- uses "social recruiting" approach to help employers and recruiting teams of all sizes find their candidates

<http://www.medzilla.com/> -- jobs in the biotechnology, healthcare, and pharmaceutical fields

<http://www.monster.com/> -- job listings, post your resume and network

<http://www.ontargetjobs.com/> -- focused on the healthcare, hospitality, medical device, and accounting/finance industries

<http://www.oodle.com/job/> -- claims to be "the fastest-growing online classifieds service". Also check "Free Resume Review (**Employers aren't calling? Maybe your resume is holding you back**)"

<http://www.simplyhired.com/> -- aggregates listings from major job web sites, newspapers, company Web sites, and associations

<http://www.snagajob.com/> -- focus on part-time and hourly employment, targeted more to college and high school students

<http://www.theladders.com/> -- branded itself as the place to look for \$100,000+ jobs. Job seekers have to pay \$30 per month to fully take advantage of the site's services.

<http://www.trovix.com/> -- users input their work experience and qualifications and the site matches results to what info they have given. Also has a feature called Job Map, which allows you to type in your location and see on Google Maps how many jobs are available in your area.

<http://www.tweetmyjobs.com/> -- supplies Twitter users with instantaneous job listings that are derived from TweetMyJobs' Job Channels.

<http://www.usajobs.gov/studentjobs/> -- for high school and college students

<http://www.usajobs.opm.gov/> -- search for jobs within the U.S. federal government; includes a section for veterans. life stages, creative persuasions, abilities, religious affiliations and gender.

## LOCAL

If you prefer staffing services, check this website for staffing services in Massachusetts:

[http://msa.haleymarketing.com/template.smpl?arg=sa2\\_search&order=13](http://msa.haleymarketing.com/template.smpl?arg=sa2_search&order=13)

Or, you can search the following websites

<http://boston.craigslist.org/jjj/> -- job listings in the Greater Boston area, including Merrimack valley, metro west, north shore, and south shore.

<http://boston.oodle.com/job/> -- job listings in Boston area. Also check the Site Map section to browse jobs by state or by category. Under each state, you can browse by city or by type.

<http://www.boston.com/jobs/> - online version of The Boston Globe's Help Wanted section, partnered with [Monster.com](http://www.monster.com). This is much more extensive than the print edition, and also includes several sections for career advice.

<http://www.bostoncareerlink.org/> -- located in 1010 Harrison Ave. Boston, MA. Phone: (617) 536-1888.

Provides basic help for job seekers, including a resource room which has listings of immediate job openings, job readiness workshops, and computer access. A membership orientation workshop is required to use the services. Membership is free.

<http://www.bostonherald.com/jobfind/> -- online version of The Boston Herald's Help Wanted section, partnered with Yahoo.

<http://www.bostonjobs.com/> -- exclusively for jobs and employment listings in the Greater Boston area.

<http://www.jobnetboston.org/> -- a career center located in Boston with a wide range of free services.

They have workshops on topics such as resume basics, interviewing skills, computers for beginners, and videotaped mock interviews. Most services are free or low-cost

<http://www.theworkplace.org/> -- provides free membership and links to employment resources on their website. Additionally they provide career counseling, resume and cover letter critique workshops, job seekers' groups, a career resource library, monthly workshops, and recruitment sessions. The Work Place also provides some fee-based services such as career coaching and interview preparation sessions.

## JOB SEARCH SITES FOR VARIOUS GROUPS

<http://www.rileyguide.com/diverse.html> -- from The Riley Guide. Lists resources for women, minorities, and other audiences.

### For college students and new grads

<http://www.jobweb.com/> -- offers career and job-search advice for new college graduates, a service provided by the National Association of Colleges and Employers.

<http://www.collegegrad.com/> -- provides job search service for college students and recent grads

<http://www.aftercollege.com/> -- connects college students, alumni and employers through customized career networks at colleges and professional organizations across the country.

### For ages 55+

<http://www.nationalable.org/> -- provides people ages 55+ with basic skills in reading, writing and mathematics, English as a Second Language as well as basic computer skills, workplace behaviors and skills, Spanish GED and vocational ESL, job-readiness workshops, e.g. resume writing, interviewing skills, and job search techniques.

### For telecommuters

- <http://www.arise.com/> --
- <http://www.vipdesk.com>
- <http://www.workingsolutions.com/>
- <http://www.alpineaccess.com/en/>
- <http://www.liveops.com/>

<http://abcnews.go.com/GMA/TakeControlOfYourLife/story?id=2621388&page=1>

## BLOGS

- <http://jobsearchchatter.wordpress.com/> -- maintained by Newton Public Library to identify and post quality job search web sites.
- <http://www.usnews.com/money/careers/> -- specialized in rankings, e.g. America's best careers, best employers for older workers, and America's best places to find a job. Also includes lots of advice (10 things to do when you're unemployed, how to survive when you hate your jobs, etc.).
- <http://www.careercast.com/jobs/todaysBlog> -- provide daily blogs on all aspects on career
- [www.detma.org](http://www.detma.org) – Massachusetts Department of Workforce Development
- <http://www.secretsofthejobhunt.com/> -- an informative blog to read on job hunting.
- <http://online.wsj.com/public/page/news-career-jobs.html> -- articles and blogs on job and career related topics, maintained by Wall Street Journal.

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## WORKSHOPS

- Massachusetts Executive Office of Labor and Workforce Development has One-Stop Career Centers throughout the Commonwealth. They offer on-site and online job search assistance, career planning information, workshops, training opportunities, and tools to conduct an effective job search. You can check [http://www.mass.gov/?pageID=elwdterminal&L=4&L0=Home&L1=Workers+and+Unions&L2=Job+Seekers&L3=One-Stop+Career+Centers&sid=Elwd&b=terminalcontent&f=dcsc\\_services\\_career\\_centers\\_listing&csid=Elwd](http://www.mass.gov/?pageID=elwdterminal&L=4&L0=Home&L1=Workers+and+Unions&L2=Job+Seekers&L3=One-Stop+Career+Centers&sid=Elwd&b=terminalcontent&f=dcsc_services_career_centers_listing&csid=Elwd) for the list of centers near you. There are 3 centers in Boston, 1 in Cambridge, 1 in Everett, and 1 in Woburn. All centers can be reached by public transportation or available online. Here are the information for the centers near Malden.

City/Town	Name	Address	Phone	Website
Boston	JobNet	210 South St. – 1st Floor Boston, MA 02111	617-338-0809, 800-556-2638	<a href="http://www.jobnetboston.org">www.jobnetboston.org</a>
Boston	Boston Career Link	1010 Harrison Ave. Boston, MA 02119	617-536-1888	<a href="http://www.bostoncareerlink.org">www.bostoncareerlink.org</a>
Boston	The Work Place	29 Winter St. – 4th Floor Boston, MA 02108	617-737-0093, 800-436-9675	<a href="http://www.theworkplace.org">www.theworkplace.org</a>
Cambridge	Career Source	186 Alewife Brook Parkway, Suite 310 Cambridge, MA 02138	617-661-7867, 888-454-9675	<a href="http://www.yourcareersource.com">www.yourcareersource.com</a>

Everett (with limited services)	Career Source	1935 Revere Beach Parkway Everett, MA 02149	617-389-8025	<a href="http://www.yourcareersource.com">www.yourcareersource.com</a>
Woburn	The Career Place	100 Sylvan Rd – Suite G-100 Woburn, MA 01801	781-932-5500, 888-273-9675	<a href="http://www.careerplacejobs.com">www.careerplacejobs.com</a>

- J.V. Fletcher Library in Westford, Mass. has a weekly program every Wednesday 1:15 pm – 4:00 pm, offering meetings to support job seekers on many aspects. Check [http://www.westfordlibrary.org/Pages/JVFletcherLibrary\\_Technology/libraries\\_job\\_seekers](http://www.westfordlibrary.org/Pages/JVFletcherLibrary_Technology/libraries_job_seekers) for details.  
J.V. Fletcher Library, 50 Main St., Westford, MA 01886, 978-692-5555

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## JOB FAIRS

This link <http://jobsicle.net/JobCareerFairs.aspx> provides job fairs information in Massachusetts and links to job fairs in other areas. Here is some quick information.

May 11, 2010	TBD. Sponsored by Monster.com Check <a href="http://monstervjf.adicio.com/monVjfCalendar.html">http://monstervjf.adicio.com/monVjfCalendar.html</a>
May 17, 2010 10:00 AM to 2:00 PM	Crowne Plaza Hotel 1360 Worcester St. Natick, MA 01760 Pre-registration: <a href="http://boston.localhires.com/events">http://boston.localhires.com/events</a>
June 7, 2010 11:00 AM to 2:00 PM	Radisson Hotel Boston 200 Stuart St, Boston, MA 02116
July 19, 2010 11:00 AM to 2:00 PM	Colonnade Hotel, 120 Huntington Ave Boston, MA 02116
July 26, 2010 11:00 AM to 2:00 PM	Radisson Hotel Boston, 200 Stuart St Boston, MA 02116
August 19, 2010 10:00 AM to 3:00 PM	The Westin Copley Place 10 Huntington Ave Boston, MA 02116 (516)433-1148 ( <a href="http://www.womenjobfairs.com/">http://www.womenjobfairs.com/</a> )
September 20, 2010 11:00 AM to 2:00 PM	Radisson Hotel Boston, 200 Stuart St, Boston, MA 02116
Sept. 22, 2010 11:00 AM to 2:00 PM	Colonnade Hotel, 120 Huntington Ave Boston, MA 02116
October 7, 2010	TBD. Sponsored by Monster.com Check <a href="http://monstervjf.adicio.com/monVjfCalendar.html">http://monstervjf.adicio.com/monVjfCalendar.html</a>
October 18, 2010 11:00 AM to 2:00 PM	Radisson Hotel Boston, 200 Stuart St, Boston, MA 02116
November 1, 2010 11:00 AM to 2:00 PM	Colonnade Hotel, 120 Huntington Ave Boston, MA 02116
December 1, 2010 11:00 AM to 2:00 PM	Radisson Hotel Boston, 200 Stuart St, Boston, MA 02116