

EMPLOYMENT WEB SITES:LOCAL

CapitalAreaHelpWanted.com
www.capitalareahelpwanted.com

The Times Union classified ads
web.timesunion.com/jobs/

The Schenectady Gazette classified ads
www.dailygazette.com

The Saratogian classified ads
jobs.saratogian.com

The City of Saratoga Springs employment page
www.saratoga-springs.org; click on "Job Openings"

Saratoga County Civil Service
www.saratogacountyny.gov/departments.asp?did=26

The New York State Department of Labor
www.labor.state.ny.us

New York State Civil Service
www.cs.state.ny.us



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EMPLOYMENT WEB SITES:GENERAL

Monster.com
www.monster.com

CareerBuilder.com
www.careerbuilder.com

CareerOneStop, from the U.S. Department of Labor
www.careeronestop.org

The Riley Guide
www.rileyguide.com

Usajobs.gov, the official jobs site of the U.S. Federal government
usajobs.gov

Vault
www.vault.com

JobCentral
www.jobcentral.com

CollegeGrad.com
www.collegegrad.com



Clifton Park-Halfmoon Public Library

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RESOURCES FOR JOB SEEKERS

CAREER INFORMATION

What Color is Your Parachute? Richard Bolles
Ref JIC 331.128 Bol and 331.128 Bol

Occupational Outlook Handbook
U.S. Bureau of Labor Statistics
R JIC 371.42 Uni and 371.42 Uni

Work Your Strengths: A Scientific Process to Identify Your Skills and Match Them to the Best Career For You
Chuck Martin 650.1 Mar

Career Comeback: Repackage Yourself To Get the Job You Want
Lisa Johnson Mandell 650.14 Man

The Right Job, Right Now: The Complete Toolkit for Finding Your Perfect Career
Susan Strayer 650.14 Str

Coach Yourself to a New Career: 7 Steps to Reinventing Your Professional Life
Talane Miedaner 650.14 Mie

The Job-hunter's Survival Guide: How To Find Hope and Rewarding Work Even When "There Are No Jobs"
Richard N. Bolles 650.14 Bol

COMPANY INFORMATION

The Book of Lists Capital District Business Review
Ref Bus 338.02 Cap
Information on the largest Capital District businesses

D&B Regional Business Directory : Northern New York State Area. Ref Bus 338 Dun

Hoover's Handbook of American Business; Profiles of 750 Major U.S. Companies
Editors of Hoover's Online Ref Bus 338.7 Hoo

Also, visit our website, www.cphlibrary.org to check out our online resources: **Business and Company Resource Center and Reference USA.**



These databases may be accessed from within the library, or from home by entering your valid Clifton Park-Halfmoon Public Library card number.

RESUMES & COVER LETTERS

The Overnight Resume: The Fastest Way to Your Next Job
Donald Asher 650.14 Ash

Fearless Résumés: The Proven Method for Getting a Great Job Fast Marky Stein 650.142 Ste

30-Minute Resume Makeover: Rev Up Your Resume in Half an Hour Louise Kursmark 650.14 Kur

101 Great Resumes Ron Fry 650.14 Fry

Resume Magic: Trade Secrets of a Professional Resume Writer
Susan Britton Whitcomb 650.14 Whi

How To Say It on Your Résumé: A Top Recruiting Director's Guide to Writing the Perfect Résumé for Every Job
Brad Karsh with Courtney Pike 650.14 Kar

The Complete Guide to Writing Effective Resume Cover Letters
Kimberly Sarmiento 650.142 Sar

15 Minute Cover Letter: Write an Effective Cover Letter Right Now
Michael J. Farr 650.14 Far
Cover Letters That Knock'em Dead
Martin J. Yate 650.14 Yat

INTERVIEWING

Acing the Interview: How to Ask and Answer the Questions That Will Get You the Job
Tony Beshara 650.14 Bes

The Everything Job Interview Book: All You Need to Make a Great First Impression and Land the Perfect Job
Joy Darlington and Nancy Schuman 650.14 Dar

301 Best Questions to Ask on Your Interview
John Kador 650.14 Kad

Next-day Job Interview: Prepare Tonight and Get the Job Tomorrow
Michael Farr and Dick Gaither 650.114 Far

NETWORKING

A Foot in the Door: Networking Your Way into the Hidden Job Market
Katharine Hansen 650.14 Han

Guerrilla Marketing for Job Hunters 2.0: 1,001 Unconventional Tips, Tricks, and Tactics for Landing Your Dream Job
Jay Conrad Levinson, David E. Perry 650.14 Lev



We offer **Job Search Assistance Workshops** throughout the year. Staff will help you update your resume, navigate employment websites and complete online job applications. These programs are listed in our *Computer Class Brochure* or online at www.cphlibrary.org.