

EMPLOYMENT WEB SITES

LOCAL

New York State Dept. of Labor
www.labor.state.ny.us

Links to: Job Zone
Career Zone
Potential Employers

Capital Area Help Wanted
www.capitalareahelpwanted.com

Times Union Want Ads
www.timesunion.com

Schenectady Want Ads
www.dailygazette.com

Saratogian Want Ads
www.saratogian.com

Saratoga County Civil Service
www.co.saratoga.ny.us

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



GENERAL

Career Builder
www.careerbuilder.com

TrueCareers
www.truecareers.com

Riley Guide
www.rileyguide.com

College Grad Job Hunter
www.collegegrad.com

Monster Board
www.monster.com

State Jobs
www.50statejobs.com

Federal Office of Personnel Management
www.usajobs.opm.gov



Clifton Park-Halfmoon Public Library
475 Moe Road
Clifton Park, NY 12065
518-371-8622
www.cphlibrary.org



RESOURCES FOR JOB SEEKERS

CAREER INFORMATION

What Color is Your Parachute?

Richard Bolles Ref JIC 331.128 Bol
331.128 Bol

Occupational Outlook Handbook

U.S. Bureau of Labor Statistics R JIC 331.7 Uni

I Don't Know What I Want, But I Know It's Not This: A Step-By-Step Guide to Finding Gratifying Work

Julie Jansen 650.14 Jan

The Authentic Career:

Following the Path of Self Discovery To Professional Fulfillment

Maggie Craddock 650.1 Cra

The Right Job, Right Now:

The Complete Toolkit for Finding Your Perfect Care-

Susan Strayer 650.14 Str

Are There Any Good Jobs Left?:

Career Management In the Age of the Disposable Worker

R. William Holland 650.14 Hol

The Renaissance Soul: Life Design for People with Too Many Passions to Pick Just One

Margaret Lobenstine 650.1 Lob

COMPANY INFORMATION

The Book of Lists

Capital District Business Review Ref Bus 338.02 Cap
Information on the largest Capital District businesses

Regional Industrial Buying Guide: Upstate New York

Thomas Register Regional Ref Bus 670 Reg

Hoover's Handbook of American Business; Profiles of 750 Major U.S. Companies

Editors of Hoover's Online Ref Bus 338.7 Hoo

Ward's Business Directory of U.S. Private & Public Companies 8 Vols.

Justine Ventimiglia, Editor Ref Bus 338.7 War

Alphabetical Listing of Companies
Geographic Listing & Special Features
State Rankings by Sales within 4-Digit SIC
Ranked by Sales within 6-Digit NAICS

RESUMES & COVER LETTERS

Adams Resume Almanac

Adams Media 650.14 Ada

Competency-Based Resumes:

How to Bring Your Resume to the Top of the Pile

Robin Kessler 650.142 Kes

Perfect Resume: Today's Ultimate Job Search Tool

Tom Jackson 650.143 Jac

Resumes That Knock'em Dead

Martin J. Yate R JIC 650.14 Yat
650.14 Yat

Resume Magic:

Trade Secrets of a Professional Resume Writer

Susan Britton Whitcomb 650.14 Whi

Step-by-Step Resumes:

Build an Outstanding Resume In 10 Easy Steps

Evelyn U. Salvador 650.142 Sal

Cover Letter Magic

Wendy S. Enelou 650.142 Ene

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

Boost Your Interview IQ

Carole Marti 650.14 Mar

Sweaty Palms:

The Neglected Art of Being Interviewed

H. Anthony Medley 650.14 Med

Win the Interview, Win the Job

Caryl Krannick 650.14 Kra

Job Interviews That Get You Hired

LearningExpress 650.14 Job

101 Great Answers to the Toughest Interview Questions

Ron Fry 650.144 Fry

NETWORKING

Never Eat Alone and Other Secrets to Success: One Relationship at a Time

Keith Ferrazzi 658.4 Fer

Networking for Job Search and Career Success

Michelle Tullier 302 Tul

Ultimate Job Search:

Intelligent Strategies to Get the Right Job Fast

Richard Beatty 650.14 Bea