

Online Job Searching @ Nashua Public Library

Regional Job Sites

- Boston.com:** www.boston.com/jobs Boston.com's job site is affiliated with Monster.com. Through Boston.com, you can search regional job listings.
- EdJobsNH.com:** Complete official postings of NH's public school districts. The official job vacancy site of the New Hampshire School Administrators Association.
- Jobfind.com:** A general job search database including regional and national opportunities. Users may also limit searches by city, state, & country. Affiliated with the Boston Herald.
- JobsInNH.com:** Includes listings in NH for career, temporary, and summer job opportunities.
- Nashua Telegraph:** www.nashuatelegraph.com Job openings in southern NH and surrounding areas, from Nashua's local newspaper.
- NHCUC Jobline:** <http://jobline.unh.edu/> A weekly compilation of job notices received by UNH and other NH colleges. Includes business, education, health & human services, technical, and other categories. Jobs require a college degree and are located mostly within New England.
- New Hampshire State Government Opportunities:** <http://www.nh.gov/hr/employmentlisting.html>. A list of current job openings in New Hampshire state government.
- New Hampshire Employment Security:** www.nh.gov/nhes: The New Hampshire Employment Security job match system is available to all job searchers, whether employed or unemployed. Search NH Employment Security's large listing of jobs by field, including medicine, government, industry, retail, media, technology, recreation/seasonal, military, NH companies, & more.
- NHJobs.com:** Use the keyword search, or browse by city, company, title, or date posted.
- New Hampshire Works:** <http://www.nhworks.org/> Search job listings in NH or nationwide. NHWorks is an umbrella organization to help job hunters find work. NH Employment Security is part of NHWorks.
- UNH Employment Listings & University System of NH Postings:** <http://www.unh.edu/hr/employ/index.html> or www.unhjobs.com. Includes postings for UNH, Granite State College, Keene State College, Plymouth State College, & University System Offices.

Nationwide Job Sites

- CareerBuilder:** www.careerbuilder.com This is one of the major sites for job openings nationwide. When registered, you can post your resume, create a job agent to e-mail openings to you, and search and apply for jobs.
- HotJobs:** hotjobs.yahoo.com. HotJobs provides a large, nationwide database of job openings. You can post a resume, search for and apply for jobs, and set up a job agent to e-mail openings to you. If you have a Yahoo email address, you can use

your login for access to HotJobs. If you do not have a Yahoo email address, you will need to sign up for a Yahoo ID.

Monster: www.monster.com. One of the largest job sites on the web. Search jobs by city, keyword, or company. Post your resume. Set up a job agent to e-mail job openings to you. Read articles on all aspects of job searching.

Metasearch sites

These search engines search the other job sites and show you the results all in one place. They include major job boards such as Monster, plus newspaper sites such as the Nashua Telegraph.

Indeed: www.indeed.com

Simply Hired: www.simplyhired.com

General Job-Hunting Sites (Cover Letters, Resumes, Career Information and More)

America's Career Infonet: <http://www.acinet.org>. Information on wages, employment trends, occupational requirements, employer contacts, and online resource links. Sponsored by the Labor Department.

Bureau of Labor Statistics: www.bls.gov. Host to a wealth of publications and statistics on a wide variety of industries and careers. Particularly helpful: the Occupational Outlook handbook, which gives information about the prospects for growth or decline in a particular career; working conditions; expected wages for a particular job; description of tasks, skills, and education usually expected.

Job-Hunt.org: Gateway site that links to job resources and services, organized geographically and by topic. Includes an article on creating a “cybersafe” resume (<http://www.job-hunt.org/resumecybersafe.shtml>).

Knock 'Em Dead: www.knockemdead.com. The online companion to the Knock 'Em Dead series of job-hunting books by Martin Yates. Includes articles on job searching, resumes, interviewing, networking, negotiation, and more.

Nashua Public Library: <http://www.nashualibrary.org/IbrowseAdultJobs.htm> See Nashua Public Library's web site for more listings of job-related web links.

Quintessential Careers: www.quintcareers.com. Quintessential Careers offers articles on job searching, including a good one on how to format an e-resume: www.quintcareers.com/e-resume_format.html

Riley Guide: <http://www.rileyguide.com>. The Riley Guide provides guidance on the job search, listing job sites to search, advice on resume and cover letter formatting and content, salary guides, and more.

Salary.com: Contains salary, benefits, and cost-of-living calculators, job assessor, and other tools.

Resume Formatting and Tools

Quintessential Careers: www.quintcareers.com. Has a good article on how to format an e-resume (www.quintcareers.com/e-resume_format.html)

Riley Guide: For help formatting a resume in plain text format, see <http://www.rileyguide.com/eresume.html>.

Free PDF Converters:

- CutePDF.com: CutePDF Writer is a free, downloadable software that you can use to convert files to PDF.
- DocMorph: <http://docmorph.nlm.nih.gov/docmorph/> A service of the National Library of Medicine, DocMorph can convert files one at a time via your web browser. In addition to PDF conversion, TIFF and text conversion is also available. For batch conversion, you can download the MyMorph software.
- Koolwire.com: Converts Word (.doc, .docx), Powerpoint (.ppt, .pptx), Excel (.xls, .xlsx), JPEG, GIF, Rich Text Format (.rtf), TXT and e-mails you the PDF. No download necessary. Email your file as an attachment to pdf@koolwire.com.

Finding Background Information on Companies:

It's a good idea to become familiar with the web sites of companies that interest you. Take a look at their home pages. Many corporate web sites will have a section entitled "About Us." This web page will give you insight into the company philosophy and background. Also explore the other areas of the site, where you may find information on their policies as well as their products or services.

For an outside look at companies:

EBSCO: The EBSCO databases, available through the Nashua Public Library at www.nashualibrary.org, include magazine and newspaper articles from major popular and academic publications. EBSCO has an entire database devoted to business publications.

NHnetwork: <http://nhnetwork.nhes.state.nh.us/nhnetwork/> This New Hampshire government site "provides data for job seekers, business people, economic developers, counselors, librarians, and others who need information about the labor market and the economy."

Yahoo! Finance: <http://finance.yahoo.com>. This site provides extensive information about publicly-owned businesses. Includes stock quotes, company news and profiles, statistics, industry and competitor information, and more.

Books

The guide to Internet job searching / Margaret Riley Dikel, Frances E. Roehm ; [Public Library Association]. (2006-2007)

Call number: Career Books, 650.14 D

E-résumés : a guide to successful online job hunting / Pat Criscito. (2005)

Call number: Career Books, q650.142 C

*Job-hunting on the internet : a desktop companion to the Web site
www.JobHuntersBible.com / Richard Nelson Bolles. (2001)*

Call number: Career Books, 025.06 B

*Electronic resumes & online networking : how to use the Internet to do a better job
search, including a complete, up-to-date resource guide / by Rebecca Smith. (2000)*

Call number: Career Books, 650.142 S