



How to Jump-Start Your Job Search: Tap the Right Resources

The secret to a successful work search is to create a sound strategy and apply it - consistently. Drawing on the best online and traditional resources will lessen stress and shorten your search. Identify and research potential employers. Take care not to become a professional student of the large job boards to the exclusion of using more effective methods. Most positions are never advertised. Jump-start your work search strategy by exploring the sample excellent sources below.*



Research Companies, Careers & Industries

- **America's Career InfoNet (part of CareerOneStop)**
<http://www.acinet.org/acinet/>
America's Career InfoNet helps people make more informed career decisions. Check education, knowledge, skills and abilities, and licensing against requirements for most occupations. Search for employer contact information nationwide, cost of living data, and call up state profiles with labor market conditions. Find nearly 5,500 external links to the most extensive set of career resources available on the Internet.
- **Career One Stop**
<http://www.careeronestop.org>
CareerOneStop is a U.S. Department of Labor-sponsored Web site that offers career resources and workforce information to job seekers, students, businesses, and workforce professionals to foster talent development in a global economy. Excellent, rich, deep content
- **CEOExpress**
<http://www.ceoexpress.com>
Business portal developed to organize the best resources on the Web for busy executives. CEOExpress.com hosts over 1.8 million visits per month.
- **ePodunk**
<http://www.epodunk.com>
Curious about a specific city or town? One of the best sources is ePodunk, “the power of place.” It profiles 46,000 cities, villages, towns, townships and podunks across America. A very fun, informative site
- **Google News**
<http://news.google.com>
Aggregates headlines from 4,500 English language news sources worldwide. Subscribe to their RSS feeds.
- **Hoover's, Inc. (a D&B company)**
<http://www.hoovers.com/free/>
Search their profile database for free information on companies, industries and executives.
- **Librarians' Index to the Internet**
<http://lii.org>
Excellent starting point for searching “the best of the Web.” Over 20,000 entries maintained by site librarians and organized into 14 main topics and nearly 300 related topics. Primary funding for LII is through the Library Services and Technology Act, administered in California through the State Librarian

- **Occupational Outlook Handbook, U.S. Department of Labor, Bureau of Statistics**
<http://www.bls.gov/oco/home.htm>
 Search for specific occupations and learn the training and education needed; earnings; expected job prospects; job content and working conditions.
- **O*NET® (The Occupational Information Network) Career Exploration Tools**
<http://www.onetcenter.org/>
<http://www.onetcenter.org/tools.html>
 The O*NET program boasts (and rightly so) that it is “the nation’s primary source of occupational information.” Sponsored by the U.S. Department of Labor/Employment and Training Administration (USDOL/ETA) through a grant to the North Carolina Employment Security Commission
- **Salary.com**
<http://www.salary.com>
 Career resources, salary data, articles, cost of living calculator
- **ThomasNet.com**
<http://www.thomasnet.com>
 Sponsored by Thomas Industrial Network. Provides access to more than 650,000 industrial companies indexed by 67,000 product and service categories
- **U.S. Securities and Exchange Commission (SEC)**
<http://www.sec.gov/edgar.shtml>
 Look up filings submitted by U.S. public companies through EDGAR (the Electronic Data Gathering, Analysis, and Retrieval system).
- **U.S. Small Business Administration**
<http://www.sba.gov>
 Valuable resources for small businesses. Check to see if there is a District Office in your area that provides no- to low-cost training programs.
- **Wikipedia.org**
<http://www.wikipedia.org>
 Web-based, free content encyclopedia project, written collaboratively by volunteers worldwide
- **Yahoo! Finance**
<http://finance.yahoo.com>
 Extensive U.S. stock information and histories



Online Job Boards

- **CareerBuilder.com**
<http://www.careerbuilder.com>
 The largest online career site in the U.S. with more than 23 million unique visitors, 1 million jobs and 31 million resumes
- **Craigslist**
<http://www.craigslist.org>
 A great resource, founded by Craig Newmark in 1995. More than 2 million new job listings appear each month. The greater site carries local classifieds and forums for more than 500 cities in over 50 countries worldwide. Source: www.craigslist.org/about/factsheet.html
- **HotJobs**
<http://hotjobs.yahoo.com>
 Search jobs, post your resume, research careers, compare salaries and read helpful articles.
- **Indeed**
<http://www.indeed.com>
 Access millions of jobs opportunities pulled from thousands of company websites, job boards, newspapers, blogs and associations. More than 100 million job searches per month.



Nonprofit Organizations

- **GuideStar**
<http://www.guidestar.org>
Database of 1.7 million nonprofits. Some free content and some paid premium content
- **Idealist.org**
<http://www.idealist.org>
Idealist is a project of Action Without Borders. Find nonprofit and government jobs and locate organizations.
- **Opportunity Knocks**
<http://www.opportunityknocks.org>
Find nonprofit jobs and access valuable resources for developing successful careers in the nonprofit community. Comprised of over 20,000 nonprofit organizations, national recruitment firms, government agencies and local service providers with 2/3rds being organizations with budgets exceeding \$500,000



Social Networking

It's about connection and cultivating relationships. Explore, participate and build an excellent reputation of helpfulness and collaboration.

- LinkedIn - <http://www.linkedin.com>
- Facebook - <http://www.facebook.com>
- MeetUp - <http://www.meetup.com>
- Yahoo Groups - <http://groups.yahoo.com>
- Google Groups - <http://groups.google.com>

* This sample list of best resources is an excerpt from "Your Work Search Companion: A Toolkit for Finding Your Best Place to Work" - available from www.NightOwlCompanion.com

Night Owl Companion™ Publishing - www.NightOwlCompanion.com

Self-help for work, career, job search, learning, growth and wellness.

Our original print, audio and ebook products offer practical, timely help with "the stuff that keeps you up at night." We save you valuable time and energy - and reduce stress - because we've done the research and distilled our findings into succinct, easy to use materials.



- Discover the best-of-breed work search strategies
- Shorten your job search
- Identify perspective employers more quickly and efficiently
- Test your marketability
- Understand how your values, skills and preferences play into finding the work you want

Please visit us at www.NightOwlCompanion.com for helpful articles and resources.