

SANTA CLARA CITY
LIBRARY
2635 HOMESTEAD RD.
SANTA CLARA, CA 95051

Job Hunting Help

2013

Job Search Tips

**Network,
network,
network**

**Create a
search strategy**

**Practice your
pitch**

INSIDE THIS ISSUE:

Santa Clara 2
Adult Educ.
Center

Helpful 2
Library
Books

Internet and 3
Library Job -
Hunting 4
Resources

Electronic 5
Resumes



Finding jobs

Finding the right job can be challenging.

Maybe you are dealing with a job search when you least expect it or it might just be time for a career change.

Wherever you are in your job search, the Library offers some excellent resources to help. Inside, you will find Career Centers with low cost training, Internet sources, books and tips on creating and uploading an electronic resume.



nova

WORKFORCE
DEVELOPMENT

CONNECT

<http://novaworks.org>

CONNECT, a partnership led by NOVA and EDD, offers free training, career advising, job-search workshops, employer presentations and networking opportunities.

505 W. Olive Ave., Suite 550, Sunnyvale, CA 94086; (408) 730-7232

ProMatch

<http://www.promatch.org/>

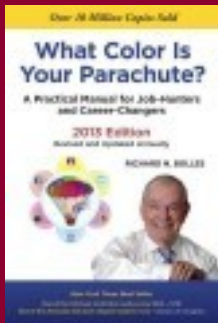
ProMatch, the Silicon Valley chapter of Experience Unlimited, is an interactive career resource center for professionals who are seeking work in Silicon Valley and the greater San Francisco Bay Area. ProMatch is sponsored by the California Employment Development Department (EDD) and the NOVA Workforce Investment Board. There are no fees associated with ProMatch.

505 W. Olive Ave., Sunnyvale; (408) 736-2391

CONNECT

A partnership led by NOVA and EDD

Some of the best books of our large collection of materials for job seekers are shown on the bottom of the page.



Try the Occupational Outlook Handbook 2013-2014 331.702 Oc15 2013-14 which describes pay rates, working conditions, websites for more information and details on most jobs.



Santa Clara Adult Education Career

The Career Center, located in room H1, is a self-service facility. The Center provides job search facilities such as current job listings, telephones, FAX and copy machines, computers, along with interviewing skills classes. Please note that charges may apply. Office Hours: Monday-Thursday 9 am—4pm.

Career Classes taught by industry professionals. Training Programs include:

- Office Assistant
- Accounting Clerk
- Administrative Assistant
- Cisco Certified Network Associate
- Network Certified Specialist
- Software Quality Assurance and Testing Technician
- Clinical Medical Assistant
- Pharmacy Technician
- EKG Technician

CALL (408) 423-5000 for more information or visit 1840 Benton Street Santa Clara, CA 95050-5299 www.SantaClaraAdultEd.org

Job Hunting Books

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

Get hired in a tough market: insider secrets to find and land the job you need now by Alan De Back 2010 (650.14 D28)

How to find a job on LinkedIn, Facebook, MySpace, Twitter and other social networks by Brad and Debra Schepp 2010 (650.14 S32)

Knock 'em Dead the ultimate job search guide 2012 by Martin Yate C.P.C. 2011(650.14 Y31 2011)

Highly effective networking: meet the right people and get a great job 2009 by Orville Pierson (650.14 P62)

Find a job through social networking: use LinkedIn, Facebook, Twitter, blogs and more by Diane Crompton 2011 (650.14 C94)

What Color is Your Parachute? By Richard Nelson Bolles 2013 (650.14 B69 2013)

Internet Job Hunting Resources

Indeed.com <http://Indeed.com/>

Job seekers like this search engine for jobs because it will send you daily alerts of new job openings. It combines openings from a number of sources so you don't have to visit many, many sites. **SimplyHired:** <http://www.simplyhired.com>

Has a Search Agent that notifies you of job listings and consolidates information from multiple job sites. It is very similar to Indeed.com

O*Net the O*NET database contains information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation

Social Networking for Jobs Networking groups “success teams”

Cupertino Rotary Club

<http://www.clubrunner.ca/Portal/Home.aspx?accountid=3794>

Face-to-face support provided at this Cupertino Rotary Club–sponsored group. Among “friends” you will be encouraged, guided through *What Color is Your Parachute?* by Richard Bolles, have your resume reviewed and get lots of practice interviewing.

ProMatch at NOVA see front page

CSIX.org Connect helps individuals in career transition to significantly improve their job search success through education, people networking, and mutual support.

Career Actions Ministry

Menlo Presbyterian Church has a group with training and support for jobseekers.

LinkedIn <http://www.linkedin.com/>

Join this business-oriented social networking site mainly used for professional networking. There are 90 million registered users, spanning 170 industries and 200 countries. 21.4 million users are in the United States.

Twitter [Tweetmyjobs.com](http://www.tweetmyjobs.com) **New!**

City of Santa Clara <http://twitter.com/santaclaracity>

Get alerts for jobs with the city of Santa Clara. Use the same strategy for potential jobs elsewhere. Sign up for our Twitter to hear what is new at the Library. twitter.com/

[SantaClaraLib](http://www.santaclaralibrary.org)

Volunteer Opportunities

Volunteerinfo <http://Volunteerinfo.org>

A directory of volunteer opportunities in the San Francisco Bay Area.

VolunteerMatch <http://VolunteerMatch.org>

Strengthens communities by making it easier for good people and good causes to connect.

OneBrick <http://OneBrick.org>

Here is a place one can find volunteer opportunities without making a weekly or long-term commitment to one institution or cause. Sign up for a one time event of your choosing and make a difference.

Start Up Companies **VentureLoop:** <http://www.ventureloop.com>

Jobs from venture and seed-capital backed companies

Internet Job Hunting Resources, cont.

Nonprofit Companies

Opportunity Knocks: <http://www.opportunityknocks.org>

Opportunities for work at nonprofits found here.

Government Jobs

USAjobs.govThe Federal Government's Official Jobs Site

Edd.ca.govCalifornia Employment Development Department

Sccgov.org/sites/esa Santa Clara County Employee Services Agency

Santaclearaca.govCity of Santa Clara's Jobs Site

Other Job Sites

Fins <http://fins.com>

Search for great jobs in Finance, Technology, Sales and Marketing and read the latest industry career news and advice on *FINS*.com.

Employment Development Department <http://www.edd.ca.gov>

California's site for unemployment benefits, posting a resume, finding jobs and training opportunities and useful links for jobseekers. USAjobs.gov

BAJobs.com: Bay Area Jobs <http://www.bajobs.com>

This is a commercial site specializing in connecting Bay Area employees with potential employers.

JobStar: Job Search Guide <http://jobstar.org>

Public librarians maintain this very useful website. Try <http://jobstar.org/nocal/> for Bay Area job listings and career assistance.

California Job Network <http://www.californiajobnetwork.com>

Also known as California Local JobNetwork, it is one of the first online employment web sites in California.

Monster <http://monster.com>

Wages and Salaries

National Compensation Survey: [http://](http://www.bls.gov/bls/blswage.htm)

www.bls.gov/bls/blswage.htm

Robert Half Salary Guides

<http://www.roberthalffinance.com/>



Project HIRED <http://www.projecthired.org>

Project HIRED is a nonprofit organization whose mission is “assisting people with disabilities to gain competitive employment, through partnerships with industry.” They work closely with Cisco and Oracle as well as the Veteran’s program , Wounded Warriors.

They cannot serve vision or hearing impaired persons but do work with people with learning disabilities. It is located at 1401 Parkmoor Ave., Suite 125, San Jose; telephone: (408) 557-0880.



Library Resources for Researching Companies

Reference USA [Electronic Resources page](#)

ReferenceUSA indexes the contents of telephone white and yellow pages in the United States. The Business section is useful for locating businesses, associations, schools, and government agencies; it can be searched and sorted by name, type of business, city, business size, SIC code, etc.

Business Insights: Global [Electronic Resources page](#)

Business Insights: Global combines an international perspective and sophisticated research tools leveraging case studies, statistical data sources, news articles, academic journals and topical reference materials organized by country, company and industry to quickly engage you in a global business environment.

Rich's Business Information [Located at the Reference Desk](#)

Northern California High Technology Directory 2012

A prospecting database of high-technology companies in Northern California

Business Guide Santa Clara County 2012

Agriculture, Manufacturing, Construction, Transportation, Sales/Wholesale/
Retail, Finance, Services, Public Administration

Silicon Valley/San Jose Business Journal [in the Periodicals Pavilion](#)

Leading the business and economic conversation in Silicon Valley with Daily Local Business News, resources and more in San Jose and the area. [Get the Daily Update.](#)

Value Line Research Center [from library.santaclaraca.gov 24/7](#)

The Research Center provides online access to Value Line's publications covering: stocks, mutual funds, options, and convertible securities.

Morningstar Investment Research Center [from library.santaclaraca.gov 24/7](#)

This resource includes approximately 2,100 mutual fund reports, 1,900 stock analyst reports, and 150 exchange-traded fund (ETF) reports. The Help & Education section offers courses on investing and training in the use of the Morningstar Investment Research Center. There is a limit of three simultaneous users.



Visit the 2nd floor Reference Desk to get assistance researching companies and finding materials.

Free from the Library's website

Tip: To use these excellent resources, start at the library's website <http://library.santaclaraca.gov/> Select **Electronic Resources**, the button on the lower left, and find the name alphabetically or by Subject. Use your valid library card to sign in. **Problem with the card?** Call (408) 615-2970 during open hours.

Brainfuse— *Live Career Assistance*

Adults can use this free 24/7 tutoring service. Jobseekers especially like the 24 hour review of an electronic resume by career advice professionals. There is also test preparation and an academic skills center with live tutoring sessions. Spanish language tutors available.

Learning Express Library—*Take lessons here*

Take these classes 24/7 through the Library's website: *Job Search and Networking Skills, Creating a Great Resume, Great Cover Letters, and Interview Tips to Get the Job You Want.*

Safari Technical Books—*Electronic books available when you need them*

Improve your computer and business skills. Access more than 4,800 digital books on computing, databases, programming, web design and business topics. Find Peach Pit Press, O'Reilly, and Que books here.

ReferenceUSA—*Find out more about a company*

ReferenceUSA is useful for both finding people and businesses by name, address, city, state, or phone number. It can also be used to compile business mailing lists using business size, number of employees, location and industry as criteria.

Join us for **More Job Help** another free computer class and get hands on practice and real world examples of how these resources can help you be more effective in your job search.