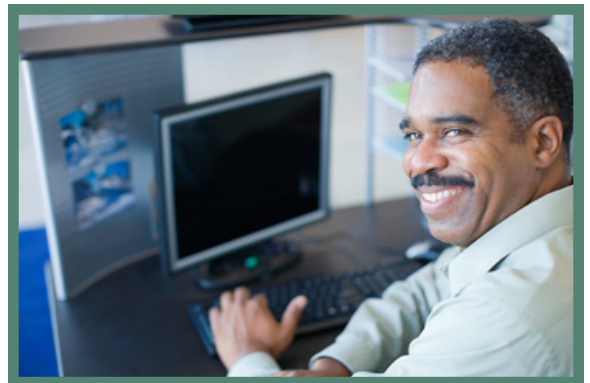


# Career Resource Guide



**POUDRE RIVER  
PUBLIC LIBRARY**  
DISTRICT



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Front Range Community College  
And Poudre River Public Library District

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Reasonable accommodations will be made for access to programs for people with disabilities. Please call 221-6680 for assistance.

## **Poudre River Public Library District Business and Nonprofit Resource Center**

This resource guide is a quick introduction to various free web sites and readily available library resources that will help you in your job search and/or career change.

The Poudre River Pubic Library District Business and Nonprofit Center also has many print and subscription databases that can provide additional information. Please view our other Research Guides at <http://library.fcgov.com/adult/business/>

### **Career Exploration**

#### ***Career Guide to Industries***

<http://stats.bls.gov/oco/cg/>

The Career Guide to Industries provides information on available careers by industry, including the nature of the industry, working conditions, employment, occupations in the industry, training and advancement, earnings and benefits, employment outlook, and lists of organizations that can provide additional information. Currently includes 42 different industries.

#### ***CareerInfo.net***

<http://www.acinet.org>

This comprehensive web site provides wage and employment trends, occupational requirements, state-by-state labor market conditions, employer contacts nationwide, and an online career resource library. It also includes a general employment outlook, with links to the fastest growing jobs, which jobs have the most openings, and which are the highest paying.

#### ***Employment Projections***

<http://www.bls.gov/emp/>

The U.S. Bureau of Labor Statistics **Employment Projections Program** develops information about the labor market for the Nation as a whole for 10 years in the future.

#### ***iSeek Internet System for Education and Employment Knowledge***

<http://www.iseek.org>

Information is organized into four main areas: Exploring Careers, Planning Education, Finding a Job, and Growing Your Business. While a Minnesota website, career exploration tools are pertinent to a broader audience.

#### ***Occupational Outlook Handbook***

<http://www.bls.gov/oco/>

For each occupation, the Handbook provides detailed descriptions of job tasks, educational and training requirements, typical earnings, expected job prospects, and working conditions. In addition, the handbook has job search tips, state-level job market profiles, and more

#### ***Wall Street Journal Careers***

<http://online.wsj.com/careers>

Published by the Wall Street Journal, the Career Journal includes articles about hot jobs, hot industries, job-hunting advice, career management, executive recruiters, and so on.

### **Job Descriptions**

#### ***Online Occupational Information Network***

<http://online.onetcenter.org/>

This online resource replaces the Dictionary of Occupational Titles print publication. There are detailed listings of occupations, as well as a SkillSearch tool to match your skills to appropriate jobs. Each occupation has a detailed description, including skills, tasks, abilities, work activities, job zone, interests, work values, related occupations, wages, and employment.

#### ***Standard Occupational Classifications***

<http://www.bls.gov/soc/>

The Department of Labor classifies every job in the U.S. within this system. The SOC is then used to

track employment and salary statistics. The job descriptions given within the SOC are minimal, but may be useful to determine how a given job compares to similar positions.

## Salary Surveys

### **JobStar Salary Information**

<http://jobstar.org/tools/salary/index.php>

Use this site to link to over 300 salary guides, including many profession-specific ones.

### **National Compensation Survey**

<http://www.bls.gov/ncs/home.htm>

The National Compensation Survey provides comprehensive statistics on occupational earnings, compensation cost trends, benefits, and detailed plan provisions. Occupational wages are available for metropolitan and non-metropolitan areas, geographic regions, and nationally.

### **Occupational Employment Statistics**

<http://www.bls.gov/oes/home.htm>

This program from the Bureau of Labor Statistics produces employment and wage estimates for over 700 occupations. These are estimates of the number of people employed in certain occupations, and estimates of the wages paid to them. Self-employed persons are not included in the estimates. These estimates are available for the nation, individual States, and metropolitan areas.

### **Salary.com**

<http://www.salary.com>

This site allows users to search for salary ranges by job title and location. Current data can be found by state or metro area. Brief job descriptions are included, as well as some benefits information.

### **SalaryExpert.com**

<http://www.salaryexpert.com>

The SalaryExpert site provides salary, bonus, cost-of-living, and benefits data. It offers information on over 85,000 jobs in over 190,000 U.S. zip codes; some international coverage is included.

### **Spencer Stuart Salary Benchmarking Reports**

<http://www.spencerstuart.com/ResearchTools.aspx?PageID=10145>

This site lists average compensation ranges based on industry, function, and region. Information is geared towards executive and top managerial positions.

## Job Hunting, Resumes, etc.

### **Job Hunter's Bible**

<http://www.jobhuntersbible.com>

This companion site to the book *What Color Is My Parachute?* is divided into two main sections. The Net Guide is a collection of information and resources to guide you in your job-hunt on the Internet. The Parachute Library is an extensive collection of articles written by the book's author and others.

### **Job Star Central**

<http://www.jobstar.org>

This site is a collaboration between public libraries and the Wall Street Journal. It includes information on writing resumes, salary data, career guides, job fairs, and finding appropriate job listing resources.

### **JobInterview.net**

<http://www.job-interview.net/>

Associated with the Salary.com web site, this site is a comprehensive resource for interview questions and answers. Included are practice interviews, a Questions Bank, and a success guide.

### **Riley Guide**

<http://www.rileyguide.com>

Compiled by longtime Internet consultant Margaret Dikel, this web site provides information on preparing for a job search, writing resumes and cover letters, effectively targeting employers, executing your job search, salary guidance, and more.

### ***Susan Ireland's Resume Guide***

<http://www.susanireland.com>

The author of many job search books, Susan Ireland's web site offers 60+ resume samples and 50+ sample cover letters. Also included are writing guides and sample thank you letters.

### ***Vault.com***

<http://vault.com>

Vault.com is a valuable tool for gaining insight into the corporate culture of a company. The site provides insider company information, advice, and career management services. Also included on the site are employer profiles, message boards, and job listings. Free membership is required for full access.

## **Job Postings**

### **America's Job Bank**

[www.ajb.org](http://www.ajb.org)

Sponsored U.S. Department of Labor, this is a large database of job postings across the United States in both public and private sectors.

### ***CareerBuilder.com***

<http://www.careerbuilder.com>

Career Builder provides easy searching by industry, career, state, etc. The database searches online newspaper classifieds for over 130 newspapers

### **HotJobs**

[www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com)

Start with this site for a comprehensive search by keyword, job category, and location. Post your resume, get into discussion groups, find letter and resume templates, salaries, etc.

### ***Monster.com***

<http://www.monster.com>

An online site for job searching and posting resumes. The site also offers company profiles, career advice, and other tools for the job seeker and recruiter.

### **USA JOBS**

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

USAJOBS is the official job site for U.S. Federal Government from the U.S. Air Force to the Department of the Interior, Homeland Security. There is also a link for Veterans.

## **Colorado Job Information**

### **City of Fort Collins**

[www.fcgov.com](http://www.fcgov.com)

Click on the JOBS link to find current openings for the City of Fort Collins

### **Colorado Department of Labor and Employment**

<http://www.coworkforce.com/emp/>

This site covers employment, training programs, links to local workforce centers and more.

### **Colorado Job Bank**

[www.ajb.org/co/](http://www.ajb.org/co/)

Use this site to connect to jobs in Colorado and across the country. Sponsored by the U.S. Department of Labor. Links to Connecting Colorado website.

### **Colorado State University**

<http://www.colostate.edu/jobs.aspx>

Resources for finding a job at Colorado State University, Fort Collins.

### **Connecting Colorado --**

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

This site is sponsored by the Colorado Department of Labor and Employment for job seekers in Colorado.

### Larimer County

[www.co.larimer.co.us](http://www.co.larimer.co.us)

Click on the JOBS link to find current openings for Larimer County.

### Larimer County Workforce Center

[www.larimerworkforce.org](http://www.larimerworkforce.org)

Visit this site for job openings in northern Colorado, for job searching workshops, business interviews.

### Poudre School District

<http://www.psd.k12.co.us/>

Click on the EMPLOYMENT link for a listing of teaching and staffing jobs available in the Poudre School District.

### Poudre Valley Health System

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

Click on the EMPLOYMENT link on the left bar for a daily listing of available jobs throughout the system.

## Relocating

### *Consumer Price Index*

<http://www.bls.gov/cpi>

Reports on the Consumer Price Index for the U.S., regions, and individual metro areas.

### *HomeFair.com*

<http://www.homefair.com>

Contains cost of living comparisons, school reports, and a salary calculator providing typical salary information for different cities.

## Career, Job and Occupation Tests

**LearningExpress Library** is a comprehensive online library of practice tests designed to help Poudre River Public Library District patrons have free access to academic, military and occupational licensing tests, such as the GED, ASVAB, TOEFL, nursing tests, police officer tests, U.S. Citizenship tests, and more. You get immediate scoring, complete answer explanations, and an individualized analysis of your results. **LearningExpress Library** also has writing success skills, business writing success skills, computer skills, and more.

**To access this online library, go to,**

1. <http://www.poudrelibraries.org/> or Google: Poudre River Public Library District
2. Click on DATABASES on the green bar
3. Once you're in DATABASES, drop down to **LearningExpress Library**
4. Click on **LearningExpress Library**
5. Register as a new user, and create a FREE user account and password. Here's how you do it: User Name: Your Borrowers Card Number Password: Your own creation

## Company Information

**Reference USA** is a comprehensive e-resource on 14 million U.S. companies and 135 million households. Find businesses by ZIP Code, city/state, metro area and more. Includes, name, address, number of employees, management, size of company, sales, and more.

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2. Click on DATABASES on the green bar
3. Once you're in DATABASES, drop down to **Reference USA**
4. In **Reference USA** create a **custom search** by checking **Yellow Page, location, Hit Search.**
5. Your search is ready to go: Fill in **Yellow Page**, i.e., Florists or contractors or veterinary hospitals, etc. **Look up.**
6. Highlight the different titles that fit your occupation or company; Go down and fill out the location, step by step. **Hit Search.**
7. A list of companies that fit your search should appear. If not, contact Anne Macdonald.

**Questions?** [amacdonald@poudrelibraries.org](mailto:amacdonald@poudrelibraries.org)