

# Getting a Job

## Resources at the Tinley Park Public Library

*This page of job-hunting tips is necessarily abbreviated. If you have questions that require a detailed answer, please ask at the Adult Services Desk.*

### Choosing (or Changing) Your Career

- Career books available for checkout ..... 331.702
- American Salaries and Wages Survey ..... REF 331.22 AME
- Career Guide: The Employment Opportunities Directory ..... REF 331.124 CAR
- Career Information Center (13 volumes) ..... REF 331.702 CAR
- Encyclopedia of Careers (5 volumes) ..... REF 331.702 ENC
- Exploring Health Care Careers (2 volumes) ..... REF 331.702 EXP
- Exploring Tech Careers (2 volumes) ..... REF 331.702 EXP
- Jobs and Careers Abroad ..... REF 331.702 JOB
- Occupational Guidance (8 volumes) ..... REF 331.702 OCC
- Peterson's Internships ..... REF 331.2592 INT
- Summer Jobs Abroad ..... REF 331.124 SUM

### Job Listings

- Chicago Tribune Careerbuilder .....(ask at Adult Services Desk)
- Chicago Tribune JOBfinder ..... (top of Ref. shelf #25)
- Employment Guide Newsletter, Chicagoland South Edition ..... (top of Ref. shelf #25)
- EmploymentSource Newsletter, Chicagoland ..... (top of Ref. shelf #25)
- Federal Jobs Digest ..... (current newspaper racks)
- Moraine Valley Job Report .....(periodical shelves)
- Moraine Valley Job Report ..... [http://www.morainevalley.edu/jpc/job\\_listing.asp](http://www.morainevalley.edu/jpc/job_listing.asp)
- Newspaper classified advertisements ..... (under the heading "Help Wanted")
  - Southtown/Star, Section F
  - Chicago Tribune, "Marketplace" Section 6
- Websites (*the following were rated highest by Forbes magazine and the editors of [www.topjobsites.com](http://www.topjobsites.com), but there are hundreds of others, some of which specialize in jobs within particular industries; e.g., technology, medicine, etc.*)

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

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

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

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

### Job Hunting Services

- Directory of Executive Recruiters ..... REF Desk 658.311DIR
- Telephone directory yellow pages ..... (*under the heading "Employment Agencies"*)
- Website ..... [www.headhuntersdirectory.com](http://www.headhuntersdirectory.com)

### Researching Potential Employers

- Almanac of American Employers ..... REF 331.128 ALM
- International Directory of Company Histories ..... REF 338.74 INT
- Million Dollar Directory ..... REF 338.7 DUN
- EBSCOhost Business Source Premier (*search for "Company Reports," "Industry Overview"*)
- Corporate websites (*examine "Careers," "Hiring," and "Investor Relations" pages for info*)

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## Occupational Test Preparation

- Civil service, police, and firefighter practice exams for checkout ..... 351.076
- Combined test batteries for checkout (*mathematics, English, etc.*) ..... 378.1662
- Spelling, grammar, vocabulary, reading comprehension .....428.1, 428.2, 428.4
- Mathematics books for checkout..... 510, 513.1
- Learning Express Library .....(<http://tplibrary.org/ElecResources.htm>)

## The Job Application and the Interview

- John T. Molloy's New Dress for Success ..... 646.32 MOL
- New Professional Image ..... 646.3 BIX
- Sample résumé, curricula vita, and cover letter books for checkout ..... 650.14
- Electronic résumé templates ..... (available in *Microsoft Word*)
- Résumés for specific careers online..... <http://www.freeresumesamples.org/>
- Employment interview advice books for checkout ..... 650.144
- Sample "thank you" letter books for checkout ..... 651.75

## Relocating

- America's Top-Rated Smaller Cities ..... REF 307.76 AME
- Cities Ranked & Rated ..... REF 307.76 CIT
- Comparative Guide to American Suburbs ..... REF 307.74 COM
- Moving and Relocation Directory ..... REF 307.76 MOV
- Places Rated Almanac ..... REF 307.76 SAV

## Miscellaneous Sources

- Training: The Source for Professional Development .....Magazine Rack
- Working Mother .....Magazine Rack

