



Job Information Online

National Job Listings

Monster.com

<http://www.monster.com>

One of the most popular online job resources. Allows you to search job listings, create a resume online, post that or an existing resume online, and apply for some jobs online. Search by keywords, location, and job category. Sort searches by relevance or date. Save searches so that you receive e-mails from Monster.com about new job listings that match your criteria. Also offers career advice on a variety of topics.

America's Job Bank

<http://www.ajb.dni.us>

Provides access to over one million job listings. Search by keyword, location, job title, and job category. Create and post resumes and cover letters online. An advanced search option limits your search to military jobs. A toll-free help line for the Web site is available.

CareerBuilder

<http://www.careerbuilder.com>

Search job listings by location, industry, company, and job category. A Spanish-language search is also available. Offers many other job-related online resources.

USAJOBS

<http://www.usajobs.opm.gov>

The official job site of the United States Federal Government, providing Federal employment opportunities and application information. Allows you to search listings for Federal jobs, create and store a resume online, and learn about benefits. Search by keyword, location, agency, job category, salary range, and occupation. Much of this Web site is also available in Spanish.

College Grad Job Hunter

<http://www.collegegrad.com>

For recent graduates looking for entry level positions. Search job listings by keyword, career, industry, and location. Provides a resume posting service and resume and cover letter advice.

NewsDirectory

<http://www.newsdirectory.com>

Most newspapers with an online edition will also post their classified ads online. Browse for newspapers by region, including national and international papers, or search for specific newspapers by title. Provides links to newspapers' Web sites, which can then be searched individually for job listings.

Local Job Listings

Wisconsin State Journal/Capital Times Employment Classifieds

<http://www.madison.com/jobs>

Provides access to the newspapers' job ads. Search by section of the classifieds/job category, keyword, and salary, or browse by classification. Some listings include a scan of the original ad.

Wisconsin JobNet Job Search

<http://www.dwd.state.wi.us/jobnet/mapwi.net>

Opportunities listed with the Wisconsin Job Center. Search by region or county, search by job title or employer's name using keywords, or browse by position type. Provides instructions on how to apply for each job.

WiscJobs: The State of Wisconsin Employment Source

<http://wiscjobs.state.wi.us/public/index.asp>

Lists State of Wisconsin civil service job opportunities. Search by keyword, announcement type, job category, county, agency, and work hours. Also provides information on employment with the state, such as benefits and application instructions, as well as an application for download or online completion.

City of Madison Employment

<http://www.ci.madison.wi.us/jobs.html>

Lists openings for employment with the City of Madison. Includes instructions for applying and an application for download, as well as information about the hiring process, union contracts, and benefits.

UW System Employment Listings

<http://www.wisconsin.edu/employ>

Lists job opportunities with the University of Wisconsin. Browse by campus location. Some individual campuses provide a search by keyword for positions at that campus.

Wisconsin Job Search

<http://www.wisconsin.gov/state/employment/app?COMMAND=gov.wi.state.cpp.job.command.LoadSeekerHome>

Lists both public and private job openings in Wisconsin. Search by keyword, job category, region/city, job type, and status.

Madison Area Technical College Job Openings

http://matcmadison.edu/hr/HR/hr_open.htm

Lists job openings at MATC. Provides application instructions, an application for download, and benefits information.

Wisconsin's Job Bank

<http://www.ajb.org/wi>

Allows you to search job listings, post a resume, and create a cover letter. Search by job category, keywords, and city/zip code.

Resumes, Cover Letters & Interviews

JobStar's Resumes and Cover Letters

<http://jobsmart.org/tools/resume>

Provides many sample resumes and cover letters. Includes information about how to write resumes and cover letters, as well as what type of resume is the best match for your experience and career goals.

The Riley Guide's Resumes and Cover Letters

<http://www.rileyguide.com/letters.html>

Advice on writing effective resumes, CVs, and cover letters, as well as how to obtain and present references and recommendations. Also contains information about preparing your resume for online posting or e-mail submission.



ResumeTutor!

<http://www1.umn.edu/ohr/ecep/resume>

The University of Minnesota's interactive workbook that teaches you how to write a resume. It can be customized according to your experience and career interests.

The Headhunter's "Put a Free Sample in Your Resume"

<http://www.asktheheadhunter.com/hafreesample.htm>

An online article discussing the benefits and how-to of including a sample of your work with your resume.

16 Job Interview Tips

<http://www.gresumes.com/16tips.htm>

A list of tips that will help you prepare for an interview, make a good first impression, conduct an interview, and follow through after the interview. Provided by Guaranteed Resumes, a Minneapolis-based resume service.

Career Planning: Job Interviews

<http://careerplanning.about.com/od/jobinterviews>

A set of articles about various topics related to job interviews, including various types of interviews, answers to tough interview questions, virtual and behavioral interviews, and your legal rights as an interviewee.

Job-Interview.net

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

Provides a set of job interview guides for download, which include sample interview questions and answers from interviewers, sample questions to ask the interviewers, and practice interviews. Learn how to prepare for an interview, how to dress appropriately, and how to deal with illegal questions.

Employer Research

Hoover's Online

<http://www.hoovers.com>

Provides up-to-date information about millions of companies worldwide. Search by company name, industry keyword, executive name, stock quote, and more. Browse alphabetically by location, type of industry, or stock index. Provides descriptions of each company and lists addresses, phone numbers, Web addresses, CEOs, and more. Paid subscriptions allow access to more search options and more company information.

ReferenceUSA

<http://www.scls.lib.wi.us/cgi-bin/pbauth.cgi>

(Scroll down the page and click on the "Connect to ReferenceUSA" button.)

Find directory information for millions of U.S. businesses of all sizes. Search by business name, location, and type of business. Provides addresses and phone numbers, business size, names of CEOs, credit ratings, estimated sales, and more. This database can be accessed from all library computers and from home using your library barcode number.

ThomasRegister

<http://www.thomasregister.com>

A searchable database of North American manufacturers. Search by product or service, company name, and brand name. Provides Web addresses and contact information, product descriptions, and catalogs. Registered users have more options.

Corporate Registration Information System Record Search

<http://www.wdfi.org/corporations/crispix>

Provided by the Wisconsin Department of Financial Institutions, this site is updated daily with current information about many types of Wisconsin and licensed out-of-state companies. Information comes from official charter documents and includes a chronology of document filings and status changes, current and previous statuses, and locator numbers for obtaining annual reports.

Book of Business 2004

<http://www.madison.com/features/bob>

This Wisconsin State Journal Web site mirrors the print version of the annual Book of Business. Individual pages are available for download as Adobe Acrobat PDF format files or tab-separated text files that allow for easy importation of data into Microsoft Excel or other spreadsheet applications. Provides information about Madison and Dane County companies sorted by size and type of business, as well as comparisons between services. Lists demographic information, Wisconsin exports, and women- and minority-owned businesses.

EBSCOhost Business Databases

<http://www.scls.lib.wi.us/cgi-bin/pbauth.cgi>

(Scroll down the page and click on the "Connect to EBSCOhost" button.)

Several searchable databases index articles from business magazines and journals. Can be accessed from all library computers and from home using your library barcode number.

Salary Survey Statistics

Occupational Employment and Wage Estimates

http://stats.bls.gov/oes/oes_data.htm

Employment and wage estimates for over 700 occupations, provided by the U.S. Department of Labor. Sorted by type of occupation, industry, state, and metropolitan area.

SalaryExpert.com

<http://www.salaryexpert.com>

Offers in-depth coverage of salary information for many job titles by region, including salary, cost of living, and benefits data.

Wisconsin Wage Survey

http://www.dwd.state.wi.us/lmi/wages_oesmsa.htm

Statistics about wages by occupation, region, and city, gathered by the Wisconsin Department of Workforce Development. Download as either Microsoft Excel or Adobe Acrobat PDF files.

Career Outlook Information

U.S. Department of Labor Occupational Outlook Handbook

<http://stats.bls.gov/oco/home.htm>

Online version of the 2004-2005 Occupational Outlook Handbook, which is designed to help people decide what type of career is best for them. Describes working conditions, work duties, necessary training and education, potential earnings, and expected job prospects. Browse or search by specific occupation.

Occupational Outlook Quarterly Online

<http://stats.bls.gov/opub/ooq/ooqhome.htm>

Like its print counterpart, provides straightforward, practical articles about a wide variety of career-related topics, including new occupations, training opportunities, and salary trends. Read brief summaries online or download full articles in Adobe Acrobat PDF format.

Other Useful Websites

Sperling's Best Places

<http://www.bestplaces.net>

Research and compare cities in the U.S. by a variety of factors, such as cost of living, crime rates, climate, demographics, and schools. Find your ideal place to live.

Madison Metro Transit System

<http://www.ci.madison.wi.us/metro/metro.html>

Plan your trip to your Madison-area interview with the provided routes and schedules.