

Make Economic Cent\$

Between Jobs: Connect to Today's Job Market

RESOURCE GUIDE

The Saint Paul Public Library, James J. Hill Reference Library and Goodwill/Easter Seals in partnership with Workforce Solutions are hosting free seminars to help you improve your networking and job searching skills. **Between Jobs: Connect to Today's Job Market** is part of the libraries' **Make Economic Cent\$** series.

How do I access the information?



The Saint Paul Public Library's materials (marked "SPPL") can be accessed from any Saint Paul Public Library location. [Contact Saint Paul Public Library at 651-266-7000 for assistance.](#)



The James J. Hill Reference Library's materials (marked "Hill") may be used only at the James J. Hill Reference Library. [Contact the Hill Library at 651-265-5500 for assistance.](#)

Career Exploration

The AARP Crash Course in Finding the Work You Love: The Essential Guide to Reinventing Your Life by Samuel Greengard (2008) – *Teaches you how to sort out feelings about your existing career, successfully transition to a new one, and work toward a greater sense of balance in your daily life.*

Cool Careers for Dummies by Marty Nemko (2007) – *Helps you discover what you really want out of life, what your passions are, how well you perform in different environments, and shows you how to use this information to find a career that suits you.*

I Want to Do Something Else but I'm Not Sure What It Is by Ronald L. Krannich and Caryl Rae Krannich (2005) – *Includes numerous self-assessment devices, online assistance, a directory of community resources, and an action plan for landing a new job based on a clear sense of purpose and a pattern of accomplishments.*

Test-Drive Your Dream Job: A Step-by-Step Guide to Finding or Creating the Work You Love by Brian Kurth (2008) – *Discover how you can identify, explore, and pursue your dream job.*

Top 300 Careers by JIST Works (2008)

Top 100 Careers Without a Four-year Degree: Your Complete Guidebook to Major Jobs in Many Fields by Michael Farr (2007)

Top 100 Computer and Technical Careers: Your Complete Guidebook to Major Jobs in Many Fields at All Training Levels by Michael Farr (2007)

FREE seminars presented by:




James J. Hill
REFERENCE LIBRARY



GOODWILL · EASTER SEALS
MINNESOTA

THE SAINT PAUL PUBLIC LIBRARY
WORKplace
Your connection to job, career and small business resources

150 Best Recession-proof Jobs by the Editors of JIST and Laurence Shatkin (2009) – Lists jobs that offer stability, plus information about potential salaries, growth, education level required, and matching personality types. 


The Top 100: The Fastest-growing Careers for the 21st Century (2009) – Covers job descriptions, requirements, career exploration, potential earnings and work environments. 

What Color is Your Parachute? by Richard Nelson Bolles (2010) – A practical manual for job-hunters and career-changers.  


Company Research

The job search process often includes building lists or looking for background information on potential employers. The following directory databases provide listings of companies, which usually include basic information such as company name, address, telephone number, line of business, number of employees, and sales or revenues. Other information, such as fax numbers, Internet addresses, and officers may sometimes be included.

Dun & Bradstreet Million Dollar Total

Dun & Bradstreet covers 14 million public and private companies in the U.S. and Canada, and an additional nine million abroad. The database may be searched by industry, geography, size of company (employee or sales size) and other criteria such as location type, year established, employment trends, and import/export. Company lists can be downloaded or printed. 

Hoover's


Hoover's provides information on 14 million U.S. and Canadian companies and almost two million international companies. Basic company fact sheets are available on Hoover's Web site, <http://www.hoovers.com>. Hill's subscription allows access to detailed profiles for large companies, including descriptions, history, competitors, detailed financials, competitive landscape, and executives. Links to SEC filings are also provided for public companies. 


ReferenceUSA

ReferenceUSA also provides access to information on about 14 million U.S. businesses. The database is based on national telephone directories and is searchable by multiple criteria, including industry, company size, and geographic location. The database provides names for company contacts and executives. 


Networking


A Foot in the Door: Networking Your Way into the Hidden Job Market by Katherine Hansen (2008) – A guide to networking geared toward recent graduates and young career changers. 


Highly Effective Networking by Orville Pierson (2009) – Pierson, a job-hunting expert, tells you how to succeed by effectively using your current circle of contacts. 


The Networking Survival Guide: Practical Advice to Help You Gain Confidence, Approach People, and Get the Success You Want by Diane Darling (2010) – This fully revised edition of the guide reveals tried and- true networking tactics, as well as new ways to harness the extraordinary influence of social networking sites like Facebook, LinkedIn, and Twitter. 


Resumes and Interviewing

60 Seconds and You're Hired by Robin Ryan (2008) – Explains the importance of brief, concise answers during the interview process, and provides answers to questions regarding etiquette, how to respond to “tough questions,” and broaching the topic of salary. 

Get a Great Job When You Don't Have a Job by Marky Stein (2010) – In this book, you will learn more resume, interviewing and networking strategies, job hunting tips that pay off with the best job offers, and foolproof tactics that make you an irresistible candidate. 

Knock 'em Dead Cover Letters by Martin Yate (2008) – Describes four types of cover letters, what should be included, how to achieve style and professionalism, and gives many examples of letters from a variety of situations and mediums. 

Knock 'em Dead Resumes by Martin Yate (2008) – Now in its 8th edition, this guide is a standard source for constructing an online or paper resume. Book includes examples from a variety of career fields, a list of keywords, and a brief look at writing a cover letter. 

The Career Coward's Guide to Interviewing by Katy Piotrowski (2007) – Learn how to “take control” of interviewing by planning a strategy, building confidence, overcoming jitters, and successfully following up. 

Test Guides

Guides and practice tests can be great preparation for professional and civil service exams. 


- 24 Hours to the Postal Exam** (Arco Publishing)
- Account Clerk** (National Learning Corporation)
- Accountant** (National Learning Corporation)
- Accounting and Auditing Clerk** (National Learning Corporation)
- Beginning Clerical Worker** (Arco Publishing)
- Bookkeeper** (National Learning Corporation)
- Civil Service Arithmetic and Vocabulary** (Arco Publishing)
- Firefighter Written Exam Study Guide** (Information guides)
- How to Prepare for the Police Officer Examination** (Barron's Educational Series)
- Master the ASVAB** (Peterson's Guide)

Online Databases

Learning Express Library

Practice real tests covering everything from the ACT and SAT to the GRE and GED. ASVAB, real estate, teaching, and citizenship tests are also included. 

Minnesota Career Information System (MCIS)

Occupations and careers, education and training, and assessment tools to help you discover your skills, career interests, and identify career fields and study programs. 

Minnesota Job Information

ISEEK

www.iseek.org

Minnesota's gateway to career, education, employment, and business information.

Minnesota Workforce Center

www.mnwfc.org

The website for the Minnesota Workforce Center contains job seeker services, labor market information and a list of Workforce centers. There are numerous links to current publications on job opportunities and salary information, such as Minnesota Occupational Employment and wage Statistics Salary Survey Data and Minnesota Employment Review.

Saint Paul Public Library Job Resources

www.sppl.org/weblinks/jobs-careers.html

From this Web site, the Saint Paul Public Library provides quick access to a number of useful job search resources, including links to its schedule of job search classes, various job listing services, and guides to writing resumes and cover letters.

Minnesota Department of Employment & Economic Development

www.deed.state.mn.us

The DEED has a number of areas with career and employment tools, for instance:

Careers site: www.deed.state.mn.us/lmi/careers.htm

Labor Market Data: www.deed.state.mn.us/lmi/tools/projections/lndOccSelect.aspx

Articles and Analysis on Minnesota Industries: www.deed.state.mn.us/lmi/industries.htm

Web Sites

College Navigator

www.nces.ed.gov/collegenavigator

Information from the U.S. Department of Education about nearly 7,000 postsecondary institutions in the United States. Includes information on programs offered, retention and graduation rates, prices, aid available, degrees awarded, campus safety, and accreditation.

Free Application for Federal Student Aid

www.fafsa.ed.gov

The Free Application for Federal Student Aid, or FAFSA, is the first step in the financial aid process. Use it to apply for federal student financial aid, such as the Pell Grant, student loans, and college work-study. In addition, most states and schools use FAFSA information to award their financial aid.

Occupational Outlook Handbook

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.

Peterson's

www.petersons.com

Online access to Peterson's educational directories, searchable by various criteria.