



April 30, 2009

Subject: Job Search Websites

Dear Alumni,

This listing of Job Search Websites is provided as a beginning point for those alumni who might be in the market for a job. This is not an all encompassing list but it can give you an idea of some possibilities and opportunities available in your job search process.

Looking for a job can be a difficult and frustrating task, especially now with so many people looking for work, but the jobs are out there and people are hiring. Getting your resume current and relevant to the job you are seeking is important. For each job you apply to you should tailor your resume and focus your experiences on the skills and training the employer is seeking.

I hope this information is useful and helpful if you are looking for a job or a change of careers.

Let me know how you are doing with your search and I solicit your comments and input to make this feature more useful.

Thank you.

A handwritten signature in cursive script that reads "John C. Mollison Jr.".

John Mollison, '64

Senior Advisor for Alumni Matters

800-345-0458

alumni@boystown.org

# **JOB SEARCH WEBSITES**

1. <http://www.careeronestop.org/> -- **US Department of Labor**

This site has access to Employment Services for every State in the Country

2. <http://www.usajobs.gov/> -- **Office of Personnel Management (Federal)**

This site lists all Federal jobs available around the world

3. <http://www.monster.com/> -- **Commercial Job Search Site**

This site contains all sorts of jobs and is widely used

4. <http://careerlink.com/> -- **Commercial Job Search Site**

This site advertises jobs in the Omaha and surrounding area

5. <http://www.westerncity.com/> -- **Local Government Jobs in Western US**

This site advertises county and city jobs in the Western US

6. <http://www.governmentjobs.com/> -- **Government Jobs Across US**

This site advertises county and city jobs across the country

7. <http://www.higheredjobs.com/> -- **Jobs in Higher Education Across US**

This site advertises jobs at universities/colleges across the country

8. <http://philanthropy.com/jobs/> -- **Jobs in the not-for-profit sector**

This site advertises jobs for non-profits across the country

9. <http://www.indeed.com/q-Facilities-manager-jobs.html> -- **Facilities Management**

## Resume Templates

1. <http://office.microsoft.com/en-us/templates/default.aspx> -- Free searchable site for resume templates to use in job search

## Useful Resources

1. <http://www.bls.gov/oco/home.htm> -- **Occupational Outlook Handbook (OOH), 2008-09 Edition from the US Department of Labor.** For hundreds of different types of jobs the *Occupational Outlook Handbook* tells you:
  - the training and education needed
  - earnings
  - expected job prospects
  - what workers do on the job
  - working conditionsIn addition, the *Handbook* gives you job search tips, links to information about the job market in each State, and more.

## Other Information

1. Job Interview Guides -- Using an online search engine type in the words "Job Interview Guides" and you will be able to access a large number of websites that give out free advice such as how to answer questions, questions that are illegal to be asked by an interviewer, how to dress, how to present yourself and how to prepare. Some of the websites are commercial sites and can charge for their services. Whether you choose to avail yourself of these paid services is up to you. There are sufficient free websites that present the same information and you shouldn't have to pay for it.
2. Don't get suckered into the job search sites that want you to pay them for sharing your resume with more and more employers. This makes them money and doesn't necessarily get you a job. Stick with the traditional or governmental job websites that give you service for free.
3. Remember that there are a lot of people (at least hundreds of thousands) that are floating resumes on the internet so the competition is stiff. Find a way to break yourself out of the pack by being knowledgeable about the field/position you are applying for and study about the company you want to work for. Don't get discouraged and don't just limit yourself to the

internet. The most successful way to find a new job is to network—talk with people you know and who know your skills and work ethic and ask if they know of someone who is hiring. Don't ever be bashful about your qualifications. If you don't tell someone what you can do for them or their company they will never know how talented you are and will not consider you for their positions.

4. The job websites listed above are only a few of the thousands that are out there for you to access. Use them as a springboard to open up the possibilities for your employment and keep your resume updated and follow through with everyone you apply to. If you don't they may never let you know your status regarding the jobs you have applied for.