

Howard Community College Job Search Club
Counseling and Career Services
RCF 302 410 772 4840

JOB SEARCH RESOURCES

The job search process

- <http://www.collegegrad.com/jobsearch/Intro>
- <http://www.collegegrad.com/jobsearch/Getting-Inside-Hiring-Companies/>
- <http://www.rileyguide.com/execute.html>
- <http://www.jobhuntersbible.com>
- <http://www.quintcareers.com/job-seeker.html>
- http://www.quintcareers.com/career_resources.html

Occupational descriptions

- <http://stats.bls.gov/oco> - Online version of the Occupational Outlook Handbook
- <http://online.onetcenter.org>
- <http://www.careeronestop.com/> - Click on “Explore Careers” toward bottom of page to explore occupations
- <http://www.collegegrad.com/careers>
- <http://www.jobprofiles.org/edu.htm>
- <http://www.careerexplorer.net/descriptions.asp> - Provides a variety of career and job descriptions

Writing resumes and cover letters

- <http://jobsearch.about.com/od/coverlettersamples/a/coverlettsample.htm>
- <http://jobsearch.about.com/od/resumes/a/resumecenter.htm>
- <http://jobsearch.about.com/od/coverletters/a/cuttingedge.htm>
- <http://www.net-temps.com/careerdev/career-tools.html>
- <http://www.collegegrad.com/resumes>
- <http://www.quintcareers.com/resres.html>
- <http://www.rileyguide.com/letters.html>

Action verbs

- <http://www.writeexpress.com/action-verbs.html>
- http://www.quintcareers.com/action_verbs.html
- <http://www.tbrnet.com/resumes/actionverbs.php3?a>

For help writing duties/tasks:

- Go to <http://online.onetcenter.org>
- Click “Find Occupations”
- Select job category under “Browse by Job Family”
- Select job title under category
- Copy and paste tasks into resume (re-word for simplicity)

Interviewing

- <http://www.collegegrad.com/intv/>
- <http://www.quintcareers.com/intvres.html>
- <http://www.rileyguide.com/netintv.html>

Salary information

- <http://www.salary.com>
- <http://www.homefair.com/homefair/calc/salcalc.html>
- <http://jobstar.org/tools/salary/sal-surv.cfm>

Job Search Resources

Company and industry research

- <http://www.wetfeet.com>
- www.vault.com
- www.reuters.com
- <http://www.nationjob.com/howardcountymd/companies>
- <http://www.careeronestop.com/> - Click on “Explore Careers” toward bottom of page to explore industries.
- www.google.com - Keyword search (e.g., the telecommunications industry)
- www.howardcc.edu/library – Howard Community College Library
 - “Electronic Resources”
 - ✓ Under “Related Links” choose Databases A-Z.
 - ✓ Choose “Academic OneFile,” “CQ Researcher,” “Standard & Poors” or others
 - “Great Websites”
 - ✓ Under “Great Websites by Subject”
 - ✓ Choose “Business” or other interest categories
- <http://www.howa.lib.md.us/> - Howard County Library
 - Go to “How Do I”
 - Choose use electronic resources
 - Scroll down to Gale Databases, Reference USA (or others)
- <http://www.montgomerycountymd.gov/Apps/Libraries>
 - Click on “Research a topic” and choose “Business and Investing”
 - Or – click on “Biz Info” for a list of business information websites
- <http://www.hceda.org/> - the Howard County Economic Development Authority
- <http://www.aaedc.org/> - Anne Arundel Economic Development Corporation
- <http://www.chesapeakeotech.org> – Chesapeake Regional Tech Council

Job search/resume posting boards

- <http://www.collegecentral.com> – local employment opportunities (requires free registration)
- <http://www.chesapeakeotech.org/tech-workforce>
- www.nationjob.com/howardcountymd
- <http://www.flipdog.com>
- <http://www.collegegrad.com>
- <http://www.jobs4point0.com>
- <http://www.careerbuilder.com>
- www.maryland.jobopenings.net/
- <http://www.dice.com/>
- <http://www.jobbankusa.com/>
- <http://www.hotjobs.com>
- <http://www.ajb.org>
- <http://www.wetfeet.com/search-jobs.aspx>
- <http://www.monster.com>
- <http://www.indeed.com>
- www.resumerabbit.com

Federal, state, and local government job posting boards

- www.usajobs.opm.gov – Federal government job announcements
- www.firstgov.gov – Covers a variety of topics about working for the Federal government
- www.avuecentral.com - Covers a variety of topics about applying for Federal government jobs
- www.statejobs.com/md.html - Information on government and private employers throughout the State
- www.portaltomaryland.com/jobs.htm - A guide to employment in Maryland
- <http://www.careersingovernment.com/> - Local government job announcements, arranged by all 50 states

Community resources

- <http://co.ho.md.us/CitizenServices/ServicesGuide/HumanServicesGuide.htm>