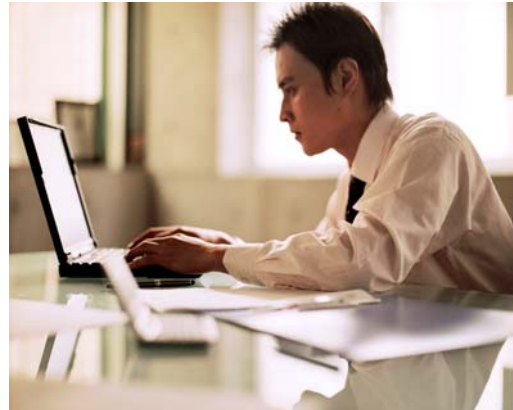


Job Hunting for Working Professionals

Looking for a new job? Seeking a new career? Worried about employment and salary projections? Need a little assistance sprucing up your resume? From Web sites to databases to books, the College of DuPage Library has numerous resources to satisfy your needs as you investigate companies, industries and career options, and begin applying for new positions.



Websites: Career Outlook

Occupational Outlook Handbook on the Web

<http://bls.gov/oco>

Looking for national job outlook information? The U.S. Bureau of Labor Statistics provides a wealth of information on over 200 occupations, including *national* job outlook, projection data, earnings, general characteristics and a description of the nature of the work. Please note: The 2008-2009 Outlook Handbook was completed before September 2008 but are still the only source for projections extending to 2016.

O*Net

<http://online.onetcenter.org>

Looking for job outlook information by state? O*Net, created by the U.S. Department of Labor, compiles national and state employment information for over 950 occupations. Entries by occupation include job overviews and scads of background information on tasks, work environments, and tools used, on top of statistics on employment and salary projections.

ILWORKINFO- LMI Source

<http://lmi.ides.state.il.us/>

Looking for local employment and wage projections? Try **LMI Source**, brought to you by the Illinois Department of Employment Security, who compiles statistics on annual growth and estimated future job openings by county, community college district, local workforce area (note: the DuPage area is LWA 6), metropolitan statistical area, etc.

Need more information? Contact Marge Peters: 630-942-2337, petersm@cod.edu

Databases: Company Search

- To find each of these databases start on the COD Library's homepage: www.cod.edu/library
- Click on the green **Databases** tab.



- Click on the grey **Databases by Title** tab to find each listed database.



Please Note: You can access these databases at home 24/7 if you have a COD Library Card. For information on getting a Library Card, please see: http://www.codlibrary.org/Library_Cards

ReferenceUSA

Looking for companies in your area? You can search for companies by location, name, business type, industry, size with ReferenceUSA's custom search features. Once you find a company, this database provides basic company information, including address, estimated annual sales, expenditures, SIC & NAICS codes, corporate linkage, primary lines of business, competitors, etc., as well as a management directory.

Hoover's

Want more information on a company? Hoover's provides company overviews, histories, industry reports, product & operation lists, competitor information, news, significant developments, a wealth of financial data, and the company's SEC Filings. You can also *build a list* of companies by searching locations, industries, company sizes, financial information, people, company types, and other special criteria.

Looking for more information on a company? Try looking for articles in these databases:

Business & Company ASAP

Business Source Elite

Wall Street Journal

Need more information? Contact Marge Peters: 630-942-2337, petersm@cod.edu

Books: Tips for Working Professionals

Job Search

Executive Job Search for \$100,000 to \$1 Million+ Jobs

by Wendy S. Enelow & Louise M. Kursmark
CCIC HF 5383 .E47872 2006 (Available for Check-out)

Job Hunter's Sourcebook: Where to Find Employment Leads and Other Job Search Resources. 7th ed.

CCIC HF5382.75 .U6 J63 2007 (Current ed. Library use only)

Over-40 Job Search Guide: 10 Strategies for Making Your Age an Advantage in Your Career

by Gail Geary
CCIC HF 5382.7 .G43 2005 (Available for Check-out)

Resumes

Best Career Transition Resumes for \$100,000+ Jobs

by Wendy S. Enelow
CCIC HF 5384 .E479 2006

The Career Change Resume

by Kim Isaacs
CCIC HF 5383 .I78 2003 (Available for Check-out)

Executive's Pocket Guide to ROI Resumes and Job Search

by Louise Kursmark & Jan Melnik
CCIC HF 5384 .K87 2007 (Available for Check-out)

Expert Resumes for Baby Boomers

by Wendy S. Enelow & Louise M. Kursmark
CCIC HF 5383 .E47873 2007 (Available for Check-out)

CareerJournal.com- Resume Guide for \$100,000+ Executive Jobs

by William E. Montag
CCIC HF 5383 .M59 2002 (Available for Check-out)

Resumes for the 50+ Job Hunter

by the Editors of McGraw-Hill
CCIC HF 5383 .R453 2008 (Available for Check-out)

Interviewing

Best Answers to 202 Job Interview Questions: Expert Tips to Ace the Interview and Get the Job Offer

by Daniel Porot and Frances B. Haynes

CCIC HF 5549.5 .I6 P652 2008 (Available for Check-out)

301 Smart Answers to Tough Interview Questions

by Vicky Oliver

CCIC HF 5549.5 .I6 O38 2005 (Available for Check-out)

How to Interview Like a Top MBA: Job-Winning Strategies from Headhunters, Fortune 100, Recruiters, and Career Counselors

by Shel Leanne

CCIC HF 5549.5 .I6 L42 2004 (Available for Check-out)

Career Change & Career Renewal

Career Comeback: 8 Steps to Getting Back on Your Feet When You're Fired, Laid Off, or Your Business Venture Has Failed--and Finding More Job Satisfaction Than Ever

by Richardson, Bradley

CCIC HF 5382.7 .R55 2004 (Available for Check-out)

The Career Coward's Guide to Changing Careers: Sensible Strategies for Overcoming Job Search Fears

by Katy Piotrowski

CCIC HF 5384 .P56 2008 (Available for Check-out)

Do What You Love for the Rest of Your Life: A Practical Guide to Career Change and Personal Renewal

by Bob Griffiths

CCIC HF 5384 .G75 2001 (Available for Check-out)

Escape the Mid-Career Doldrums: What to Do Next When You're Bored, Burned Out, Retired, or Fired

by Marcia L. Worthing & Charles A. Buck

CCIC HF 5384 .W67 2008 (Available for Check-out)

Suddenly Unemployed: Encouraging & Practical Steps for Finding a Job

by Hosier, Helen

CCIC HF5382.75.U6 H67 2005 (Available for Check-out)