

# Pathfinder

## Job Hunting on the Internet

*What follows is a sampling of links to popular sites for job resources (and there are hundreds). We recommend you have your resume saved to a flash drive, ready to send to any prospective employer.*

**Getting Started:** *These sites will help you learn the ropes of online job hunting.*

**Job-Hunting on the Internet** – [www.quintcareers.com/jobseeker\\_guide](http://www.quintcareers.com/jobseeker_guide) – A tutorial geared toward non-student job hunters. Explains how to use the Internet for career development and job hunting.

**Illinois Worknet Northern Cook County** – [www.illinoisworknet.com](http://www.illinoisworknet.com) – Contains a number of links to resources and services for job seekers and employers.

**Triton Community College. Community Education: Workforce Development Program** – [www.triton.edu](http://www.triton.edu) – Offers courses and short-term training opportunities for skilled positions (e.g. bank teller, pharmacy technician, computer technician). Reach the Continuing Education Office by phone at (708) 456-0300 x 3510.

**Internet Sites with Job Postings:** *Registration for these sites is free and usually involves uploading your resume to their site or filling out their application forms online.*

**Monster.com** – [www.monster.com](http://www.monster.com) – This is one of the largest job boards in existence, offering a variety of jobs within a variety of industries.

**CareerBuilder.com** – [www.careerbuilder.com/jobs/illinois/chicago](http://www.careerbuilder.com/jobs/illinois/chicago) – By far the largest online employment website. New job ads are posted several times per day everyday.

**ChicagoJobs.com** – [www.chicagojobs.com](http://www.chicagojobs.com) – This site is partnered with many of the local newspapers to provide Chicago-area specific job postings. Also provides other career resources on job searching, resume and cover letter writing, interviewing, and networking.

**Craigslist Chicago, all jobs** – [chicago.craigslist.org/jjj](http://chicago.craigslist.org/jjj) – A well-known classified ad website. New ads for full-time and part-time work are posted daily.

**Illinois Skills Match** – [www.illinoisskillsmatch.com](http://www.illinoisskillsmatch.com) – Lets Illinois-area employers post job openings and job seekers post their qualifications. Links qualified candidates to matching jobs.

**USAJOBS** – [www.usajobs.gov](http://www.usajobs.gov) – Official job site for the United States federal government. All job openings with the federal government are listed here. For jobs with the state government, check out: **Work 4 Illinois** – [work.illinois.gov](http://work.illinois.gov)

### **FOR MORE:**

✓ **Click the BUSINESS tab on the Library's website ([www.westchesterpl.org](http://www.westchesterpl.org)) for more links to job resources, including the Illinois Department of Employment Security.**

✓ **Books about writing effective resumes and cover letters are shelved in the 650s in the adult non-fiction section of the Library.**