

Jobs & Careers Resources:

On the WEB
&
In the DATABASES

Business, Science & Technology Department
San Francisco Public Library
December 2010

WEB RESOURCES

Use the **Jobs & Careers Class webpage** as your **GUIDE**

- Links to lots of useful resources (including those featured here!)
- Table of Contents at top

Getting to the “Finding Jobs and Careers on the Internet” webpage

- On the library homepage, mouse over eLibrary and click on “Research Tools”
- Scroll down to the bottom of the page, looking for “Jobs & Careers”
- Click on “Finding Jobs and Careers on the Internet”

The screenshot shows a webpage titled "Jobs and Career Resources on the Internet". The page has a sidebar on the left with links to "Careers Center", "Job Websites", "Users' Lab", and "Career Resources". The main content area features a text size selector ("Text size AAA") and a "Print" button. The main text on the page reads: "This Web page serves as the syllabus for Jobs and Career Resources on the Internet, a class regularly taught by staff at the Main Library. Check the Library's calendar for a schedule of classes." Below this, a list of resources is provided:

- Skills Assessment and Career Counseling Centers
- Labor Market Information, Job Descriptions, and Vocational Training
- Help Wanted Postings
- Networking
- Cover Letters, Résumés, and Interview Tips
- Researching Companies
- Wages and Salary Negotiations
- Civil Service Exams

Personality Tests and Skills Assessment

For Career Changers or people trying to figure out what they could do:

What kind of work would you enjoy?

What would you be good at?

What kinds of skills do you already possess?

- Researching Companies
- Wages and Salary Negotiations
- Civil Service Exams

Skills Assessment and Career Counseling Centers

- **Personality and Skills Tests** - Enhance your career potential by assessing your interests and abilities.

- California CareerZone
- My Skills my Future
- Skills Profiler by America's Career InfoNet

- **Local Career Counseling Centers** - Career counseling centers can provide assistance with your job search, résumé preparation, career exploration, and job training skills.

- Jewish Vocational Services
- California Career Centers by county (PDF 260K)

California Career Zone

Simple personality tests that suggest possible job matches

Job descriptions by Industry

The screenshot shows the homepage of the California CareerZone website. The top header features the text "Welcome to California CareerZone!" and a description of the site's purpose: "California CareerZone is a new way to explore exciting jobs and occupations that the Golden State has to offer and to learn about what career path interests you." To the right of this text is the "Career Zone California" logo, which includes the "Cal CRN" logo. The main navigation menu includes links for "Assess Yourself", "Industry Sectors", "Reality Check", "Resources", "Search Occupations", "About", "Contact/ Help", and "Home". Below the menu are three large, colorful call-to-action buttons: "Assess Yourself" (featuring a wheel with letters R, C, E, S, and I, with the word "Enterprising" written around the bottom), "Explore Industry Sectors" (featuring a collage of various industry icons like a caduceus, a factory, a bridge, and a person working), and "Get a Reality Check" (featuring a map of California with a large dollar sign and a checkmark).

mySkills myFuture

Transfer Skills - Compares skills you might have with skills needed for other jobs

Good for people who need a new career, but don't know where to start

mySkills myFuture

 a careeronestop website

Build a bridge to your new career.

Tell us a job you've had. We'll match your skills to new careers.

ENTER YOUR CURRENT OR PREVIOUS JOB.

Marketing

**FIND MY
CAREER MATCHES**

The careers below may be a good match for

Marketing Managers



United States

Click on arrow for other related job titles to find the best match.

Choose a Location

ZIP Code or State

Within

Distance

GO

Best Match

Job Listings

Typical Wage

Typical Training

HOURLY ANNUAL

Public Relations Managers

Plan and direct public relations programs designed to create and maintain a favorable public image

Compare Skills

500+

\$31.17 - \$60.20

See Job Listings

Work experience plus degree

Find Training

Market Research Analysts

Research market conditions in local, regional, or national areas to determine potential sales of a

Compare Skills

500+

\$21.44 - \$40.98

See Job Listings

Bachelor's degree

Find Training

Advertising and Promotions Managers

Click on Compare Skills to see how your skills & salary line up with new job type, and what additional training you might need.

Work experience plus

Job Descriptions and Labor Market Information

Labor Market Information, Job Descriptions, and Vocational Training

- **Employment Outlook Statistics** - Find out which jobs are in demand or decline. Get reports at the local, state, and national level.
 - California Employment Development Department
 - Employment Projections from the Bureau of Labor Statistics, U.S. Department of Labor
- **Job Descriptions** - Job descriptions can further define the skills involved, licensing information, or the training and education needed.
 - Find out which jobs are in demand or decline. Get reports at the local, state, and national level.
 - California Occupational Guides
 - Licenses and Licensing Boards in California from America's Career InfoNet - Select California from the list of states
 - Occupational Outlook Handbook
- **Vocational Training and Apprenticeships** - Learn a specific trade or occupation through vocational training programs or apprenticeships.

Occupational Outlook Handbook

Easier to navigate than the book

Authoritative job descriptions, including many details



[What's New](#) | [Release Calendar](#)

[Home](#) ▾ [Subject Areas](#) ▾ [Databases & Tools](#) ▾ [Publications](#) ▾ [Economic Releases](#) ▾ [Beta](#) ▾ [Search BLS.gov](#)

Occupational Outlook Handbook, 2010-11 Edition

FONT SIZE: [PRINT](#):

[OOH HOME](#)

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[OVERVIEW OF THE 2008-18 PROJECTIONS](#)

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[ARMED FORCES](#)

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Occupational Outlook Handbook (OOH), 2010-11 Edition

For hundreds of different types of jobs—such as [teacher](#), [lawyer](#), and [nurse](#)—the *Occupational Outlook Handbook* tells you:

- the training and education needed
- earnings
- expected job prospects
- what workers do on the job
- working conditions



In addition, the *Handbook* gives you [job search tips](#), links to [information about the job market in each State](#), and [more](#). You can also view [frequently asked questions](#) about the *Handbook*.

Customer Survey

The Bureau of Labor Statistics' (BLS) Office of Publications is conducting a survey to determine how we can improve BLS publications. For more information, visit www.bls.gov/bls/customer_survey_opub_2010.htm.

Search using this box

[SEARCH OOH](#)



Occupational Outlook Handbook

Job Descriptions all have same “Table of Contents”

Note the “Significant Points” – like an executive summary

Home Subject Areas Databases & Tools Publications Economic Releases Data Search OOH

FONT SIZE: PRINT:

Occupational Outlook Handbook, 2010-11 Edition

[OOH HOME](#)

[INDEX](#)

[OVERVIEW OF THE 2008-18 PROJECTIONS](#)

MANAGEMENT ▶

PROFESSIONAL ▶

SERVICE ▶

SALES ▶

ADMINISTRATIVE ▶

FARMING ▶

CONSTRUCTION

INSTALLATION ▶

PRODUCTION ▶

TRANSPORTATION ▶

ARMED FORCES

SPECIAL FEATURES ▶

SEARCH OOH

[Teachers—Kindergarten, Elementary, Middle, and Secondary](#) [\(PDF\)](#)

[Nature of the Work](#)

[Training, Other Qualifications, and Advancement](#)

[Employment](#)

[Job Outlook](#)

[Projections](#)

[Earnings](#)

[Wages](#)

[Related Occupations](#)

[Sources of Additional Information](#)

Significant Points

How much employment in this sector will grow

Jobs requiring similar skills

Orgs of people doing this kind of work – for possible networking, job boards, etc

- Public school teachers must be licensed, which typically requires a bachelor's degree and the completion of an approved teacher education program; private school teachers do not have to be licensed but may still need a bachelor's degree.
- Many States offer alternative licensing programs to attract people into teaching, especially for hard-to-fill positions.
- Teachers must have the ability to communicate, inspire trust and confidence, and motivate students, as well as understand students' educational and emotional needs.
- Job prospects are best for teachers in high-demand fields, such as mathematics, science, and bilingual education, and in less desirable urban or rural school districts.

RELATED LINKS:

Help Wanted Postings

Help Wanted Postings

Private and Public Sector Jobs

- [CalJobs](#)
- [Craigslist San Francisco](#)
- [JobStar San Francisco](#)
- [Direct Employers](#)
- [Indeed.com](#)

Government Jobs

- [City & County of San Francisco](#)
- [Association of Bay Area Governments](#)
- [State of California Jobs](#)
- [USAJOBS](#)

Non-profit Jobs

- [OpportunityKnocks.org](#)
- [Idealist.org](#)
- [Chronicle of Philanthropy's Philanthropy Careers](#)

Phone Hotlines

- [Jobstar's recorded employment hotlines for the Bay Area](#)

craigslist - Some TIPS

Craigslist is the most popular site for Employers & Job Seekers, so it's important to apply for jobs ASAP after they're listed!

Find the most relevant listings by doing an “all jobs” search

The image shows two side-by-side screenshots of Craigslist search results for 'administrative assistant' in the 'admin/office jobs' category. The left screenshot shows the search term 'admin/office jobs' in the dropdown menu, resulting in 406 hits. The right screenshot shows the search term 'all jobs' in the dropdown menu, resulting in 681 hits. The right screenshot also highlights several job titles and categories in the results, including 'marketing/advertising PR', 'education/teaching', 'admin/office', 'real estate', 'sales', and 'nonprofit'.

Searching for keywords in one category limits hits. Get more hits with “all jobs”

Using “all jobs” pulls from many categories

SF bay area craigslist > jobs > admin/office jobs

all SF bay area san francisco south bay east bay peninsula north bay santa cruz

admin/office jobs

search administrative assistant in admin/office jobs title only entire post Search

for: telecommute contract internship part-time non-profit has image

sort by most recent best match

Found: 406 Displaying: 1 - 100 [1 | 2 | 3 | 4 | 5]

Nov 23 - [Administrative Assistant](#) - (oakland downtown)

Nov 23 - [Administrative Assistant for Sales/Marketing & Executive Office](#) - (menlo park)

Nov 23 - [Executive Assistant](#) - (emeryville)

Nov 23 - [Executive Assistant for Leading Finance Firm - \\$80-90K](#) - (menlo park)

Nov 23 - [Sr. Administrative Assistant](#) - (emeryville)

Nov 23 - [Administrative & Bookkeeping Assistant](#) - (san jose downtown)

JOBS

search administrative assistant in all jobs title only entire post Search

for: telecommute contract internship part-time non-profit has image

sort by most recent best match

Found: 681 Displaying: 1 - 100 [1 | 2 | 3 | 4 | 5 | 6 | 7]

Nov 23 - [Edelman Digital Assistant Account Executive](#) - (financial district) marketing/advertising PR

Nov 23 - [Occupational Therapist \(Part-Time\)](#) - (hayward / castro valley) education/teaching

Nov 23 - [Administrative Assistant](#) - (oakland downtown) admin/office

Nov 23 - [Administrative Assistant for Sales/Marketing & Executive Office](#) - (menlo park) admin/office

Nov 23 - [Executive Assistant](#) - (emeryville) admin/office

Nov 23 - [Executive Assistant for Leading Finance Firm - \\$80-90K](#) - (menlo park) admin/office

Nov 23 - [Sr. Administrative Assistant](#) - (emeryville) admin/office

Nov 23 - [Administrative & Bookkeeping Assistant](#) - (san jose downtown) admin/office

Nov 23 - [ADMINISTRATIVE ASSISTANT](#) - (sunnyvale) admin/office

Nov 23 - [Assistant to the President/Property Manager](#) - (menlo park) real estate

Nov 23 - [Sales Associate](#) - (laurel hills / presidio) sales

Nov 23 - [Youth Development Assistant for YDI](#) - (san mateo) nonprofit

Nov 23 - [Administrative Assistant](#) - (San Jose, CA) admin/office

craigslist

Consider temporary jobs for quick cash in **ETC** and **gigs**

craigslist

post to classifieds
my account
help, faq, abuse, legal

search craigslist
for sale >

event calendar
S M T W T F S
21 22 23 24 25 26 27
28 29 30 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18

haiti earthquake relief
avoid scams & fraud
personal safety tips
craigslist blog
progressive directory
craigslist factsheet
best-of-craigslist
CL™ season 2
craigslist movie & dvd
craigslist foundation
weather quake tide
system status
terms of use about
privacy help

SF bay area w sfc sby eby pen nby scz

community		
activities	lost+found	
artists	musicians	
childcare	local news	
general	politics	
groups	rideshare	
pets	volunteers	
events	classes	

housing		
apts / housing		
rooms / shared		
sublets / temporary		
housing wanted		
housing swap		
vacation rentals		
parking / storage		
office / commercial		
real estate for sale		

jobs		
accounting+finance		
admin / office		
arch / engineering		
art / media / design		
biotech / science		
business / mgmt		
customer service		
education		
food / bev / hosp		
general labor		
government		
human resources		
internet engineers		
legal / paralegal		
manufacturing		
marketing / pr / ad		
medical / health		
nonprofit sector		
real estate		
retail / wholesale		
sales / biz dev		
salon / spa / fitness		
security		
skilled trade / craft		
software / qa / dba		
systems / network		
technical support		
transport		
tv / film / video		
web / info design		
writing / editing		

personal		
strictly platonic		
women seek women		
women seeking men		
men seeking women		
men seeking men		
misc romance		
casual encounters		
missed connections		
rants and raves		

for sale		
appliances	arts+crafts	
antiques	auto parts	
barter	baby+kids	
bikes	beauty+hlth	
boats	cars+trucks	
books	cds/dvd/vhs	
business	cell phones	
computer	clothes+acc	
free	collectibles	
furniture	electronics	
general	farm+garden	
jewelry	garage sale	
materials	household	
rvs	motorcycles	
sporting	music instr	
tickets	photo+video	
tools	toys+games	
wanted	video gaming	

discussion forums		
1099	gifts	pets
apple	haiku	philos
arts	health	politic
atheist	help	psych
autos	history	queer
beauty	housing	recover
bikes	jobs	religion
celebs	jokes	rofo
comp	kink	science
crafts	l.t.r.	shop
diet	legal	spirit
divorce	linux	sports
dying	loc pol	tv.
eco	m4m	tax
educ	money	testing
etiquet	motocy	transg
feedback	music	travel
film	npo	vegan
fitness	open	w4w
fixit	outdoor	wed

services		
beauty	automotive	
creative	farm+garden	
computer	household	
cycle	labor/move	
event	skill'd trade	
financial	real estate	
legal	sm biz ads	
lessons	therapeutic	

nearby cl

bakersfield
chico
fresno
gold country
hanford
humboldt
mendocino co
merced
modesto
monterey
redding
reno
sacramento
san luis obispo
santa maria
sf bay area
stockton
susanville
visalia-tulare
other cities

ETC includes hard to classify jobs, heavy on Research Studies

gigs are (usually) short term, pick-up jobs. They aren't found by an "all jobs" search.

indeed.com

Casts the widest net, pulling job listings from 100's of websites – company sites, job search sites large and small, association pages and more. Good for hard-to-find jobs that rarely show up on Craigslist.

[s](#) [trends](#) [forums](#) [my indeed](#)



what **where**

[Advanced Job Search](#)

job title, keywords or company name city, state or zip code

1,330,309 new [jobs](#) in the last 7 days
Search job sites, [newspapers](#), associations and company career pages.

[Browse Jobs](#) - [Tools](#) - [Employers](#) - [Publishers](#) - [About](#)

indeed.com

Limit distance from target area and age of job (go to advanced search) for greatest accuracy.

jobs salaries trends forums my.indeed - sign in - preferences

indeed® what: administrative assistant where: San Francisco, CA Find Jobs Advanced Job Search

administrative assistant jobs in San Francisco, CA distance: within 25 miles Jobs 1 to 10 of 2,071

► [Get new jobs for this search by email](#)

Sales Assistant I-III - 47085 Sponsored Jobs
WellPoint - Walnut Creek, CA
for general **administrative** & Sales support to AME for... Performs other duties as assigned.
AME Sales Assistant will work with AMEs and brokers on pre-renewal...
From WellPoint - 1 day ago

HR Administrative Coordinator
Fairmont Hospital - San Leandro, CA
operational and **administrative** support duties and... of certain **administrative** details by
routinely and independently performing **administrative** support tasks...
From Alameda County Medical Center - 10 days ago

Sort by: relevance - [date](#)

Administrative Assistant
Novogradac & Company - San Francisco, CA
nationwide. Our San Francisco office has an immediate opening for an **Administrative Assistant**. This position is responsible for a broad spectrum of activities...
From Novogradac & Company - 16 hours ago - [save job](#) - [block](#) - [email](#) - [more...](#)

Administrative Assistant
RSM McGladrey - San Francisco, CA
a high-caliber **Administrative Assistant** to join our... manner, diversified **administrative** assistant assignments and general **administrative** tasks, including word...

Ads by Google
Billing And Coding
Medical Billing and Coding Cert Training/Contra Costa Co., Antioch
www.ccmcc.org

Windows Gurus Wanted
New Jobs for Serious Windows Pros
Send Us Your Resume!
workbridgeassociates.com/windows

San Francisco Jobs
Stay Close, Go Far. Search Job Opportunities in **San Francisco**.
www.Monster.com

Admin Assistant Jobs
Work behind the scenes at the TSA. Admin & management jobs available.
tsajobs.tsa.dhs.gov

Email this search to a friend:
From my email address

Networking

Networking

- **Professional Associations** - One of the best ways to find employment is through networking.
 - Ryze.com
 - **Linkedin.com**
 - Professional and trade associations from America's Career InfoNet
 - QuintCareers.com
 - **Hidden Job Market** from JobStar
 - Find an association by accessing the San Francisco Public Library's subscription database, Gale Directory Library. Available to SFPL card holders only.
- **Volunteer Organizations**
 - Volunteer Center
 - VolunteerMatch
- **Job Fair announcements** from JobStar
- **Job Clubs in San Francisco** - Job clubs provide free job search help. Members participate by helping each other.
 - Experience Unlimited, a program of the EDD (State Employment Development Department) View San Francisco listing
 - Graceworks - Established by Grace Cathedral in partnership with secular resources"
 - Job Forum of the San Francisco Chamber of Commerce



is a business social networking site widely used by jobseekers. In the Bay Area, many employers use it for hiring.

LinkedIn

Home What is LinkedIn? Join Today Sign In

Over 85 million professionals use LinkedIn to exchange information, ideas and opportunities

 Stay informed about your contacts and industry

 Find the people & knowledge you need to achieve your goals

 Control your professional identity online

Join LinkedIn Today

First Name:

Last Name:

Email:

Password:
6 or more characters

Join Now *

Already on LinkedIn? [Sign in.](#)

Search for someone by name: First Name Last Name

LinkedIn member directory: [a](#) [b](#) [c](#) [d](#) [e](#) [f](#) [g](#) [h](#) [i](#) [j](#) [k](#) [l](#) [m](#) [n](#) [o](#) [p](#) [q](#) [r](#) [s](#) [t](#) [u](#) [v](#) [w](#) [x](#) [y](#) [z](#) [more](#) | [Browse members by country](#)

* By clicking Join Now or using LinkedIn, you are indicating that you have read, understood, and agree to LinkedIn's [User Agreement](#) and [Privacy Policy](#).

Hidden Job Market

Networking technique from **JobStar** helps you look for the 80% of jobs that are never advertised

JobStar Central Job Search Guide from your local public library

what job title, keywords or company city, state or zip **Find Jobs**

where jobs by **Indeed**

JobStar Central

- LOCAL Jobs
- Resumes
- Career Guides
- Salary Info
- Hidden Jobs
- Ask Electra
- Search Site

CALIFORNIA

- Los Angeles
- Sacramento
- San Diego
- San Francisco

About Job Star [Privacy Policy](#) [Contents](#)

[E-mail Electra](#)

Lots of useful advice on many aspects of the job search.

Hospital Jobs [www.sjhealthjobs.com](#)
Browse a variety of local healthcare careers in San Jose.

Lists of Careers [www.Careers.DegreeLeap.com](#)
Find Schools that Train You For the Highest Paying Careers!

Warehouse Jobs [WarehouseRecruit.com](#)

Hidden Job Market technique laid out step-by-step

Hidden Job Market

The best jobs are never advertised.

Find out why and what to do about it.
How to network, research employers and create your own Hidden Job Market plan.

• What is the Hidden Job Market?

QUIZ: Is the Hidden Job Market Going to Work for Me?

• Step-by-Step Plan for Finding the Jobs that are Never Advertised
6 steps to eliminate the competition and find the best job for YOU.

• Researching Companies
What's happening? Who's on top? What's this company really like? What makes a company "the best" to work for?

Hidden Job Market

[About JobStar](#)
[Privacy Policy](#)
[Contents](#)

[E-mail Electra](#)

Step-by-Step Plan for Using the Internet to Go "Beyond the Want Ads"

1. [Focus on your selling points.](#)
2. [Focus on one position and one target industry.](#)
3. [Develop a custom list of targeted employers.](#)
4. [Use your network.](#)
5. [Make contact with the employer.](#)
6. [Get help.](#)

1. Focus on your selling points.

Why should an employer hire you? Be specific. And creative. The key is to know (or be able to imagine) what the employer needs. Your experience, [research](#) and [networking](#) will help you do this!

You'll need to know as much as you can about the tasks, skills, and experiences your new employer is looking for. You'll learn more about that in Steps 2-4. For now, focus on what YOU have to offer. As you learn more about employer needs, you will pick up the best ways to present your selling points.

Your selling points are based on your performance (proven track record), experience, and training as well as on your own preferences--What do you LIKE to do? What do you do WELL? What do you want to LEARN and keep on learning?

Make sure your resume [spells out your selling points](#) so the employer doesn't have to "read between the lines" or guess. [See JobStar's [Resume Section](#) to learn more about writing a good resume for your situation.]

[STUCK AT STEP 1?](#)

Even offers help
if you get stuck!

Recent local wages

Best source is through the California State website – EDD (Employment Development Dept) section.

Useful for getting an idea of what wage might be appropriate to ask for.

Wages and Salary Negotiations

- Wages
 - Wages by Area and Occupation - National
 - California Wages by Area and Occupation - Scroll down to San Francisco County and click on "Excel" under most recent quarter
 - JobStar Salary Guide
 - Salary Napa County

[Excel](#)

2010

1st Quarter

Geographical Areas

Scroll down page to San Francisco County & click on Excel

Plumas County (part of Northern Mountains Region)

[Excel](#)

Riverside County (part of Riverside-San Bernardino-Ontario MSA)

[Excel](#)

Sacramento County (part of Sacramento-Arden Arcade-Roseville MSA)

[Excel](#)

San Benito County (part of San Jose-Sunnyvale-Santa Clara MSA)

[Excel](#)

San Bernardino County (part of Riverside-San Bernardino-Ontario MSA)

[Excel](#)

San Diego County

[Excel](#)

San Francisco County (part of San Francisco-San Mateo-Redwood City MD)

[Excel](#)

Geographical Areas

2010

1st Quarter

sanf\$oes [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Normal Page Layout Custom Views Full Screen Workbook Views

Ruler Gridlines Message Bar Formula Bar Headings

Zoom 100% Zoom to Selection

New Window Split Arrange All Hide Freeze Panes Unhide Save Workspace Switch Windows Macros

Zoom Window Macros

F19 (4)

A B C D E F G H I J K

1 Occupational Employment (May 2009) & Wage (2010 - 1st Quarter) Data

2 Occupational Employment Statistics (OES) Survey Results

3 (Sorted by SOC code)

4

5 (Released May 2010)

6 These survey data are from the 2009 Occupational Employment Statistics (OES) survey. The wages have all been updated to the first quarter of 2010 by applying the

7 US Department of Labor's Employment Cost Index to the 2009 wages. Occupations are classified using the Standard Occupational Classification (SOC) codes. For details of the methodology,

8 see the Overview of the OES Survey at <http://www.labormarketinfo.edd.ca.gov>.

9

10 Geography: San Francisco-San Mateo-Redwood City MD

11 Counties: Marin, San Francisco, and San Mateo

12 2010 - 1st Quarter Wages

13 MSA Code Geographic Area Name SOC Code Occupational Title May 2009 Employment Estimates Mean Hourly Wage Mean Annual Wage Mean Relative Standard Error (1) 25th Percentile Hourly Wage 50th Percentile (Median) Hourly Wage 75th Percentile Hourly Wage

14 041884 San Francisco-San Mateo-Redwood City MD, CA 00-0000 Total all occupations 982,930 \$30.13 \$62,669 1.24 \$14.12 \$23.34 \$38.45

15 041884 San Francisco-San Mateo-Redwood City MD, CA 11-0000 Management Occupations 73,780 \$64.83 \$134,854 1.03 \$40.01 \$59.18 (4)

16

17 041884 San Francisco-San Mateo-Redwood City MD, CA 11-1011 Chief Executives 3,070 \$98.26 \$204,385 2.9 \$71.52 (4) (4)

18 041884 San Francisco-San Mateo-Redwood City MD, CA 11-1021 General and Operations Managers 19,270 \$69.22 \$143,981 1.71 \$41.17 \$61.16 (4)

19 04

This brings up a large Excel file. Use **Ctrl + F** to find occupation keyword – may be necessary to try different keywords.

20 04

21 04

22 04

23 04

24 04

25 04

26 04

27 04

Find and Replace

Find Replace

Find what: carpenter

Options >>

Find All Find Next Close

Home Insert Page Layout Formulas Data Review View

Page Break Preview Ruler Formula Bar

Custom Views Gridlines Headings

Page Layout Full Screen Message Bar

Zoom 100% Zoom to Selection

New Window Split

Arrange All Hide

Freeze Panes Unhide

Save Workspace Windows

Switch Macros

Workbook Views Show/Hide

Zoom

Window

A511

fx '041884

Occupational Employment (May 2009) & Wage (2010 - 1st Quarter) Data
 Occupational Employment Statistics (OES) Survey Results
 (Sorted by SOC code)

Released May 2010

These survey data are from the 2009 Occupational Employment Statistics (OES) survey. The wages have all been updated to the first quarter of 2010 by applying the Department of Labor's Employment Cost Index to the 2009 wages. Occupations are classified using the Standard Occupational Classification (SOC) codes. For details of the methodology, see the Overview of the OES Survey at <http://www.labormarketinfo.edd.ca.gov>.

Geography: San Francisco-San Mateo-Redwood City MD

Counties: Marin, San Francisco, and San Mateo

Low, medium, & high end wages based on 1st quarter 2010

ISA code	Geographic Area Name	SOC Code	Occupational Title	May 2009 Employment Estimates	2010 - 1st Quarter Wages					
					Mean Hourly Wage	Mean Annual Wage	Mean Relative Standard Error (1)	25th Percentile Hourly Wage	50th Percentile (Median) Hourly Wage	75th Percentile Hourly Wage
1884	San Francisco-San Mateo-Redwood City MD, CA	47-0000	Construction and Extraction Occupations	33,830	\$30.32	\$63,076	1.59	\$21.95	\$28.90	\$37.76
			First-Line Supervisors/Managers of Construction Trades and Extraction							
1884	San Francisco-San Mateo-Redwood City MD, CA	47-1011	Workers	2,860	\$42.11	\$87,583	2.88	\$32.22	\$42.35	\$51.29
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2021	Brickmasons and Blockmasons	660	\$36.26	\$75,403	4.04	\$30.18	\$37.33	\$43.22
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2022	Stonemasons	70	\$19.96	\$41,520	15.96	\$14.13	\$15.60	\$27.77
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2031	Carpenters	7,110	\$31.63	\$65,792	2.87	\$25.29	\$31.62	\$38.08
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2041	Carpet Installers	610	\$25.03	\$52,056	13.6	\$15.64	\$19.89	\$35.53
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2043	Floor Sanders and Finishers	80	\$29.98	\$62,351	9.02	\$25.62	\$30.48	\$34.95
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2044	Tile and Marble Setters	410	\$24.17	\$50,266	4.66	\$18.03	\$22.81	\$28.86
			Cement Masons and Concrete							
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2051	Finishers	920	\$24.67	\$51,328	4.38	\$20.93	\$24.83	\$28.87
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2061	Construction Laborers	5,560	\$23.63	\$49,146	2.08	\$19.23	\$24.24	\$28.40
			Paving, Surfacing, and Tamping							
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2071	Equipment Operators	(3)	\$26.31	\$54,727	3.22	\$18.98	\$26.62	\$32.04
1884	San Francisco-San Mateo-Redwood City MD, CA	47-2072	Pile-Driver Operators	(3)	\$28.80	\$59,904	10.14	\$25.08	\$27.24	\$30.66

Using The Databases in a Job Search

Most useful categories:

Jobs & Careers

Business

Articles and Databases

Text size AAA Print

Database Category
Jobs & Careers

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Databases

Career Center | (Tutor.com)

Current

Chat live with a certified tutor who will assist you in reviewing your resume, job searching tips and interview preparation. There are also thousands of worksheets, tutorials and study guides on cover letters, resume writing, resume templates and samples.

Career Transitions | (Gale)

Current

Step-by-step approach to help people: 1) explore new career possibilities; 2) assess their interests and experience; 3) identify ways to improve their prospects, including networking and education; 4) prepare for a job search (including a resume-building tool); and 5) search and apply for jobs.

Job Search & Workplace Skills | (LearningExpressLibrary)

Current

Articles and Databases

Text size AAA Print

Database Category
Business

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Databases

American Firms Operating in Foreign Countries | (Uniworld)

Current

Contains listings for American companies that have a substantial investment in overseas operations-wholly or partially owned subsidiary, affiliate or branch.

Business & Company Resource Center | (Gale)

Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals. Search this database to find detailed company and industry news and information.

Business Source Complete | (EBSCO)

1886 - current

Jobs & Careers Database Category

Help with Resumes and Cover Letters

Job Search & Workplace Skills | (LearningExpressLibrary)

Online tutorials on resume & cover letter writing (and more). Resume course teaches about resume formats and goes through possible info you might want to include when preparing a resume. At end of course, you'll have a resume, ready to send out.

Job Search & Workplace Skills

Below, you'll find a wide variety of resources that will prepare you for career success, from the job search to interviewing and beyond.

Choose your tests, courses, and eBooks from the categories below:

- Business Writing**
- ▼ Job Search, Resumes, and Interviewing**
- + Job Search and Networking Skills**
- Creating Great Resumes and Cover Letters**

 **Career Course: Creating a Great Resume**

To be considered for most jobs, you must prepare a flawless resume that showcases exactly why you are the best candidate for the job. Compiling and fine-tuning your resume requires time, effort, and attention to detail.

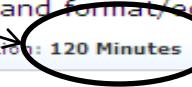
This course will help you create either a standard resume or a custom resume for each job you apply for. By following the steps outlined in this course, you will learn how to obtain the necessary edge over other applicants that will demonstrate that you are the perfect candidate to fill a particular job opening.

You will first learn what a resume is meant to achieve and then learn about the three main types of resume formats. Then, you will compile all the information you need to create your own resume.

If you fill out each exercise in this course accurately, at the end of the final segment, you will have the option to download your resume in PDF format, which you can then print and send to a potential employer. Otherwise, you'll be provided with a text document that includes everything you've written, which you can paste into a word-processing program and format/edit on your own.

Approximate Course Duration: 120 Minutes

2 hour course



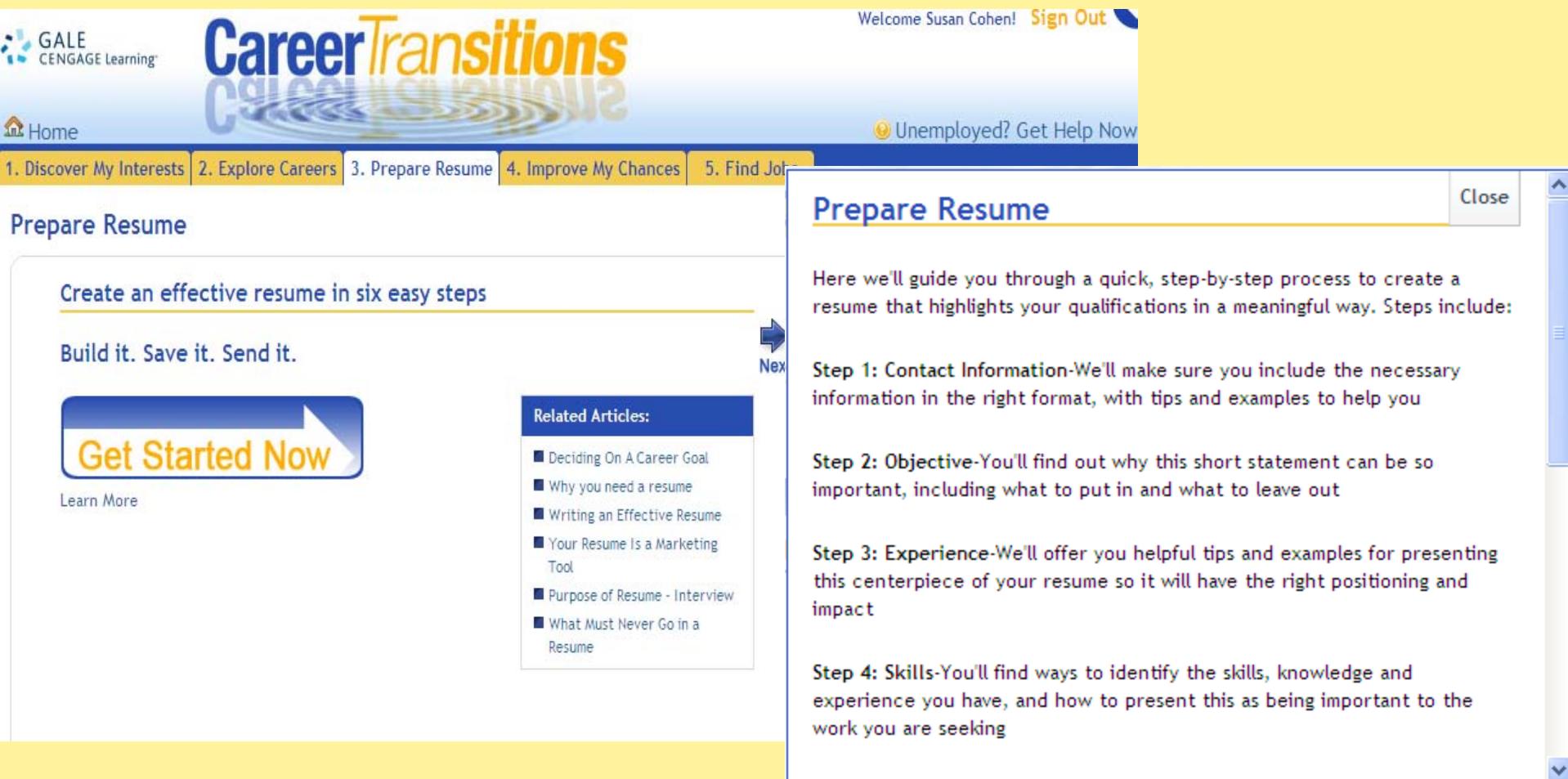
close

 **Career Course: Creating Great Cover Letters**

Help with Resumes and Cover Letters

Career Transitions | (Gale)

Has a resume-building tool (and more) – walks you through parts of a resume, in 6 steps. You supply content with minimal input from database. It will format resume for you. No Cover Letter help.



The screenshot shows the 'Prepare Resume' step of the Career Transitions tool. The main page header includes the Gale Cengage Learning logo, the 'Career Transitions' title, and a 'Welcome Susan Cohen! Sign Out' link. A banner at the top right says 'Unemployed? Get Help Now'. The main content area is titled 'Prepare Resume' and contains a sub-section titled 'Create an effective resume in six easy steps'. Below this, a button says 'Get Started Now'. A sidebar on the right lists 'Related Articles' such as 'Deciding On A Career Goal', 'Why you need a resume', and 'Writing an Effective Resume'. The main text area for the 'Prepare Resume' step describes the process and lists four steps: 1. Contact Information, 2. Objective, 3. Experience, and 4. Skills.

GALE
CENGAGE Learning

Career Transitions

Welcome Susan Cohen! [Sign Out](#)

Home

1. Discover My Interests 2. Explore Careers 3. Prepare Resume 4. Improve My Chances 5. Find Jobs

Prepare Resume

Create an effective resume in six easy steps

Build it. Save it. Send it.

Get Started Now

Learn More

Related Articles:

- Deciding On A Career Goal
- Why you need a resume
- Writing an Effective Resume
- Your Resume Is a Marketing Tool
- Purpose of Resume - Interview
- What Must Never Go in a Resume

Prepare Resume

Here we'll guide you through a quick, step-by-step process to create a resume that highlights your qualifications in a meaningful way. Steps include:

Step 1: Contact Information-We'll make sure you include the necessary information in the right format, with tips and examples to help you

Step 2: Objective-You'll find out why this short statement can be so important, including what to put in and what to leave out

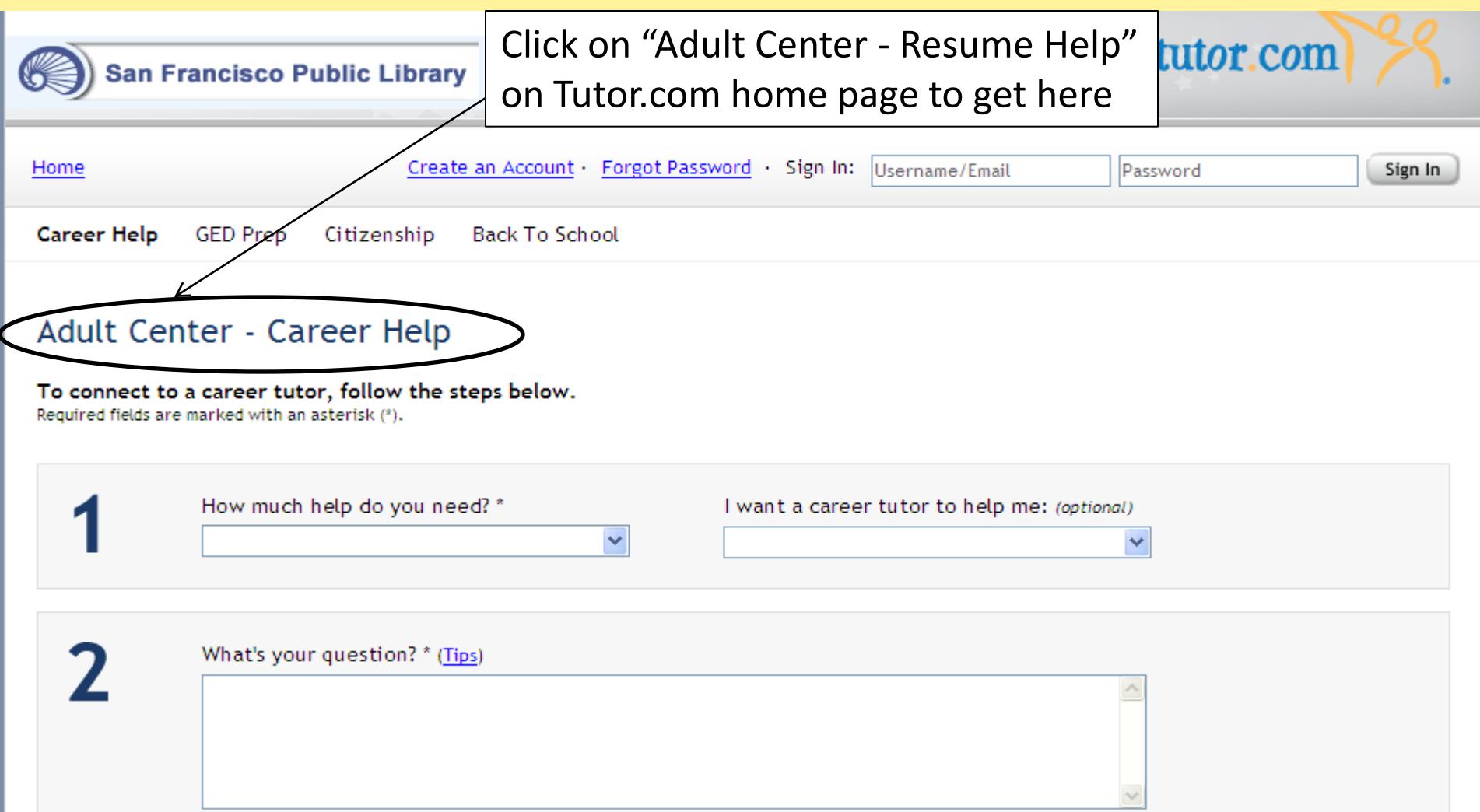
Step 3: Experience-We'll offer you helpful tips and examples for presenting this centerpiece of your resume so it will have the right positioning and impact

Step 4: Skills-You'll find ways to identify the skills, knowledge and experience you have, and how to present this as being important to the work you are seeking

Help with Resumes and Cover Letters

Career Center | (Tutor.com)

Chat live with a certified tutor who will assist you in writing / reviewing your resume or writing a cover letter (and more), M-Sun 2-9 pm. Also available in Spanish



Click on “Adult Center - Resume Help” on Tutor.com home page to get here

San Francisco Public Library

Home Create an Account · Forgot Password · Sign In: Username/Email Password

Career Help GED Prep Citizenship Back To School

Adult Center - Career Help

To connect to a career tutor, follow the steps below.
Required fields are marked with an asterisk (*).

1 How much help do you need? *

I want a career tutor to help me: (optional)

2 What's your question? * [\(Tips\)](#)

Business Database Category

Information about Businesses or Industries

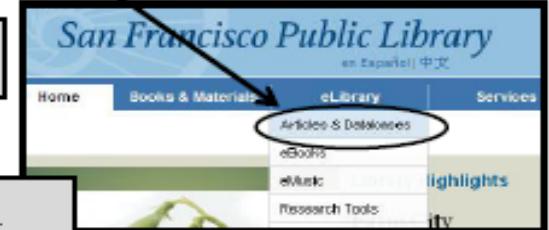
Useful handout listing Business databases (available from link on [Jobs & Careers Class page](#))

Descriptions detail which databases have **industry info**, which have **articles**, etc

Also includes a few databases from other categories helpful for Job Seekers

San Francisco Public Library
Quick guide to using SFPL's business databases

1. At our Web site, sfpl.org, select Articles & Databases from the eLibrary menu.
2. Select from the resulting alphabetical list of databases, or choose a category (such as Business)
3. Enter your SF Public Library card number and PIN to open a database.



American Firms Operating in Foreign Countries / Foreign Firms Operating in the U.S.: Build lists of U.S. firms w/ foreign operations, or foreign firms with U.S. operations.

Business & Company Resource Center: Information and articles on companies & industries.

Business Source Complete (Ebsco): Industry overviews, business articles, and more.

D&B Million Dollar Database: International & U.S.: Detailed info for U.S. and international companies. Searchable by industry.

Gale Virtual Reference Library: Includes ["Business Plans Handbook."](#)

Gale Directory Library: Use for finding associations, nonprofits, organizations.

InfoTrac OneFile: An article database with the widest full text coverage of general magazines.

Kompass: International company directory, searchable by region, product, service, etc.

LexisNexis Statistical: Statistical database for demographic, economic and business data.

Mergent Online: Public company financial info, annual reports, industry overviews, etc.

Morningstar: Detailed stock, fund, and industry information, oriented towards investors.

Newspapers (Proquest): Article database with the widest full text newspaper coverage.

Reference USA: Directory of U.S. companies. Searchable by industry, geography, size, etc.

Small Business Collection: Access 280+ current small business sources, mostly magazines.

Small Business Resource Center: Sample business plans, how to guides, articles & websites.

San Francisco Public Library- Main Library 100 Larkin Street
Phone: (415) 557-4400 (ask for Business Dept.) | Email: info@sfpl.org
Hours: Mo 10-8, Tu 9-8, We 9-8, Th 9-8, Fr 12-8, Sa 10-8, Su 12-5

Business Databases

Reference USA – one of our best resources

Can create lists of companies in the same line of business

Handout available from link
on **Jobs & Careers Class** page

Handout gives step by step directions for using Ref USA to find similar kinds of companies. Job seekers can contact companies to see if they are hiring!

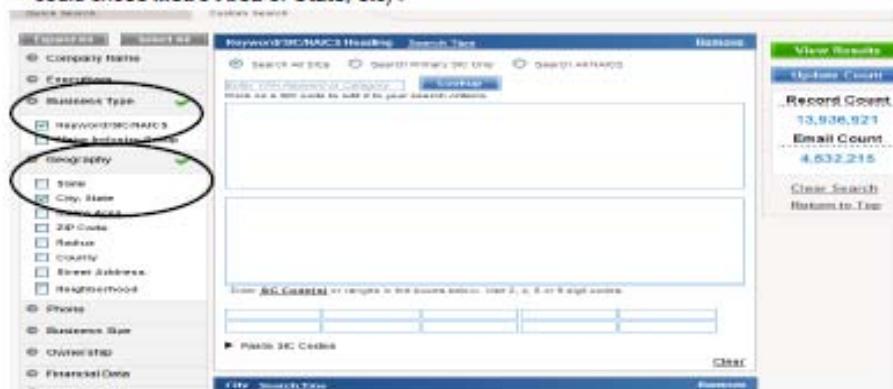
This works for a job search starting with the type of business – ie a law firm that might be looking for admin assistants, not admin assistant in general.

Using Reference USA in your Job Search

How to find all the companies in San Francisco in a selected field of business

On the SFPL Database list, click on Reference USA. When it starts up, click on U.S. Businesses, then click on the Custom Search tab.

On the list on the left side of the page, click to open options for Business Type (select Keyword/SIC/NAICS) and Geography (select City, State – or for a broader search, you could choose Metro Area or State, etc.).



The screenshot shows the Reference USA search interface. On the left, there are several search filters: 'Company Name', 'Executives', 'Business Type' (which is highlighted with a circle), 'Keyword/SIC/NAICS', 'Major Industry Group', 'Geography' (which is also highlighted with a circle), 'State', 'City, State', 'ZIP Code', 'Radius', 'County', 'Street Address', 'Intersection', 'Phone', 'Business Size', 'Ownership', and 'Financial Data'. On the right, there is a search bar with 'Keyword/SIC/NAICS Heading' and 'Search Tips', a 'Lookup' button, and a results table. The results table shows various business entries, and on the far right, there are statistics: 'View Results', 'Update Count', 'Record Count: 13,936,921', 'Email Count: 4,632,215', 'Clear Search', and 'Return to List'.

Enter a keyword for the kind of business you want to find in the box under the Keyword/SIC/NAICS Bar and click **Lookup**. Click on the best choices, which will move them to the big box. Look for all that seem related to your search. If there are no good choices, try other keywords.



The screenshot shows the Reference USA search interface with the 'Business Type' and 'Geography' filters selected. In the search bar, 'security guard' is entered, and the 'Lookup' button is highlighted with a circle. Below the search bar, there are sections for 'EXACT MATCHES' and 'RELATED MATCHES'. The 'EXACT MATCHES' section lists '738112: Security Guard & Patrol Service' and '524910: Security Guard Schools'. The 'RELATED MATCHES' section lists '574813: Security Systems Consultants', '739204: Security Sys-Communications/Computer', '739111: Consultants, Security Control', and '738112: Security Guard & Patrol Service'. At the bottom right, there is a 'Refine' button.

Business Database Handouts +

PDFs of handouts are online in the **Jobs & Careers Class webpage** .

“Quick Guide to Business Databases” handout

Researching Companies

It's a good idea to do some research about a company before you go in for an interview. Take a look at our Local Company Research page, a research guide prepared by the staff of the Business, Science & Technology Center.

Many of our subscription databases are also helpful in researching companies and more. View the Quick guide to using SFPL's business databases (PDF 89K). The databases are available in the library to all and remotely to SFPL card holders only. Go to SFPL's Articles and Databases page.

You can build lists of companies by location (for example, San Francisco) and type of business (hotels, hospitals, real estate firms and so on) using our subscription database, Reference USA.

Click here to see how – Using Reference USA in your Job Search (PDF 142K)

“Using Reference USA in your Job Search” handout

“How to Prepare for a Civil Service Test...” handout

Civil Service Exams

You will find Civil Service Exam books near the Business, Science & Technology Center. They are in alphabetical order by job title. Ask a librarian for help if you don't find what you're looking for.

- Learning Express Library - online practice exams for jobs like firefighter, postal worker, police officer, California real estate broker, and many more. Access to Learning Express Library and other resources is available on the Articles & Databases page. You must be a San Francisco Public Library cardholder to access this database.

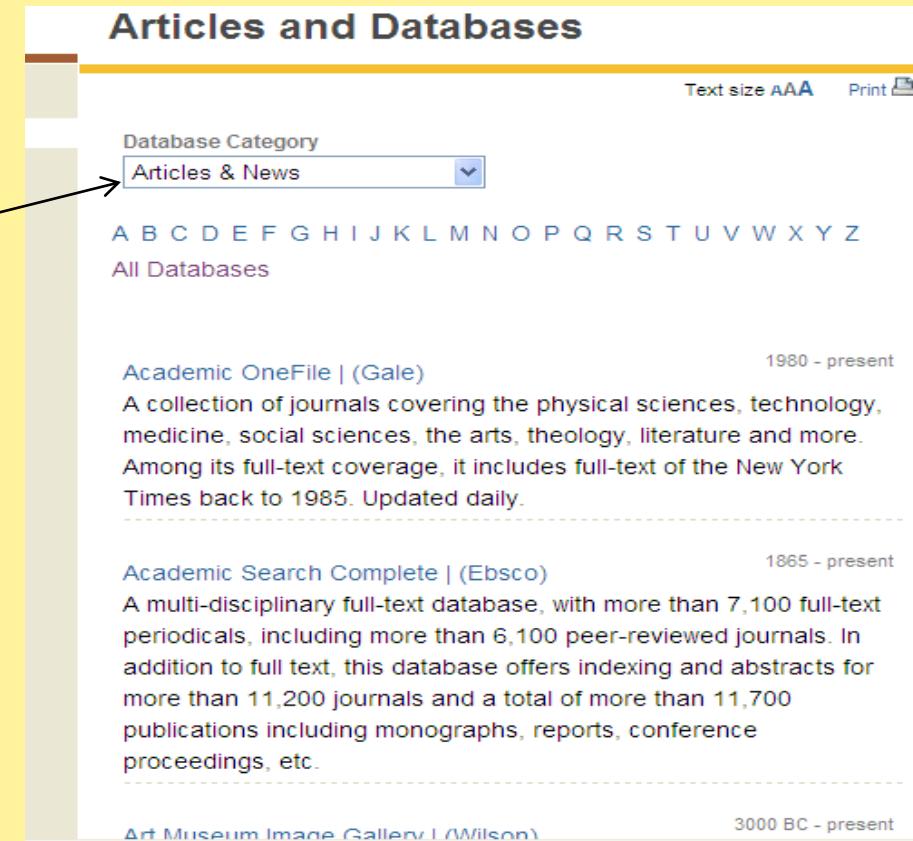
How to Prepare for a Civil Service Test When There's No Civil Service Test Book (PDF 177K)

More from the Databases

Articles on job-related topics

- Keep up with what's happening in an industry
- Find info on a career of interest
- Research small business opportunities
- And more

Use **Articles & News** Category
(some **Business or Jobs & Careers**
databases also have articles)



Articles and Databases

Text size AAA Print

Database Category

Articles & News

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

All Databases

Academic OneFile | (Gale) 1980 - present

A collection of journals covering the physical sciences, technology, medicine, social sciences, the arts, theology, literature and more. Among its full-text coverage, it includes full-text of the New York Times back to 1985. Updated daily.

Academic Search Complete | (Ebsco) 1865 - present

A multi-disciplinary full-text database, with more than 7,100 full-text periodicals, including more than 6,100 peer-reviewed journals. In addition to full text, this database offers indexing and abstracts for more than 11,200 journals and a total of more than 11,700 publications including monographs, reports, conference proceedings, etc.

Art Museum Image Gallery | (Wilson) 3000 BC - present

Particular Magazines or Journals

Look through a magazine or journal used in a previous or future career

0-9 A B C D E F G H I J K L M N O P Q R S T
U V W X Y Z Other

Title begins with Search
-- Please select a subject category -- Search

Find electronic version starting with OPAC or Periodical Finder (on database page).

Marketing management (Chicago, Ill.) (1061-3846)
Title details from ulrichsweb.com™

from 01/01/1992 to present in Business Source Complete
in San Francisco Public Library - Check Catalog

Database: Business Source Complete -- Publications



Publications

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-- 2010

Vol. 19 Issue 2 -
Summer2010

Vol. 19 Issue 1 -
Mar/Apr2010

+ 2009

+ 2008

+ 2007

Publication Details For "Marketing Management"

Title: Marketing Management

ISSN: 1061-3846

Publisher: American Marketing Association
Information: 311 South Wacker Dr, Suite 5800
Chicago Illinois 60606-5819

Bibliographic: 01/01/1992 to present

Records:

Full Text: 01/01/1992 to present

Click on desired issue,
look through starting at
table of contents.

The End