

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”

Jobs and Career Resources on the Internet

Text size [AAA](#) [Print](#)

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.

- [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



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
Public Relations Managers Plan and direct public relations programs designed to create and maintain a favorable public image Compare Skills	500+ See Job Listings	<div>HOURLYANNUAL</div> <div>\$31.17 - \$60.20</div>	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+ See Job Listings	\$21.44 - \$40.98	Bachelor's degree Find Training
Advertising and Promotions Managers			Work experience plus

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

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

**BUREAU OF LABOR STATISTICS**

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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FARMING ▸

CONSTRUCTION ▸

INSTALLATION ▸

PRODUCTION ▸

TRANSPORTATION ▸

ARMED FORCES ▸

SPECIAL FEATURES ▸

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 OOH



Search using this box



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 Design

Occupational Outlook Handbook, 2010-11 Edition

FONT SIZE: [minus] [plus] PRINT: [print icon]

(PDF) [PDF icon]

OOH HOME

INDEX

OVERVIEW OF THE 2008-18 PROJECTIONS

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ARMED FORCES

SPECIAL FEATURES ▶

Teachers—Kindergarten, Elementary, Middle, and Secondary

- [Nature of the Work](#)
- [Training, Other Qualifications, and Advancement](#)
- [Employment](#)
- [Job Outlook](#)
- [Projections](#)
- [Earnings](#)
- [Wages](#)
- [Related Occupations](#)
- [Sources of Additional Information](#)

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

Significant Points

- 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.

SEARCH OOH

Go

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

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

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 for: in [admin/office jobs](#) ☐ title only ☒ entire post

☐ 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)

Using "all jobs" pulls from many categories

jobs

search for: in [all jobs](#) ☐ title only ☒ entire post

☐ 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

sfc

sby

eby

pen

nby

scz

community

activities

artists

childcare

general

groups

pets

events

lost+found

musicians

local news

politics

rideshare

volunteers

classes

personals

strictly platonic

women seek women

women seeking men

men seeking women

men seeking men

misc romance

casual encounters

missed connections

rants and raves

discussion forums

1099

apple

arts

atheist

autos

beauty

bikes

celebs

comp

crafts

diet

divorce

dying

eco

educ

etiquet

feedback

film

fitness

fixit

gifts

haiku

health

help

history

housing

jokes

kink

l.t.r.

legal

linux

loc pol

m4m

money

motocy

music

npo

open

outdoor

pets

philos

politic

psych

queer

recover

religion

rofo

science

shop

spirit

sports

t.v.

tax

testing

transg

travel

vegan

w4w

wed

housing

apts / housing

rooms / shared

sublets / temporary

housing wanted

housing swap

vacation rentals

parking / storage

office / commercial

real estate for sale

for sale

appliances

antiques

barter

bikes

boats

books

business

computer

free

furniture

general

jewelry

materials

r/s

sporting

tickets

tools

wanted

arts+crafts

auto parts

baby+kids

beauty+hlth

cars+trucks

cds/dvd/vhs

cell phones

clothes+acc

collectibles

electronics

farm+garden

garage sale

household

motorcycles

music instr

photo+video

toys+games

video gaming

services

beauty

creative

computer

cycle

event

financial

legal

lessons

automotive

farm+garden

household

labor/move

skill'd trade

real estate

sm biz ads

therapeutic

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

[ETC]

[part time]

gigs

crew

event

labor

talent

computer

creative

domestic

writing

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

yuba-sutter


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](#)



one search. all jobs.

what **where**

job title, keywords or company name city, state or zip code [Advanced Job Search](#)

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.

The screenshot shows the Indeed.com homepage with the following elements and annotations:

- Navigation Links:** jobs, salaries, trends, forums (top left); my indeed - sign in - preferences (top right).
- Search Bar:** "what:" field contains "administrative assistant"; "where:" field contains "San Francisco, CA". A "Find Jobs" button is to the right.
- Annotations:** Two arrows point from the text "Limit distance from target area and age of job (go to advanced search) for greatest accuracy." to the "distance:" dropdown (set to "within 25 miles") and the "Advanced Job Search" link, both of which are circled.
- Results Header:** "administrative assistant jobs in San Francisco, CA" and "Jobs 1 to 10 of 2,071".
- Left Sidebar:** "Salary Estimate" (ranging from \$30,000+ to \$110,000+), "Title", "Company", "Location", "Job Type", and "Employer/Recruiter".
- Job Listings:**
 - Sales Assistant I-III - 47085** (Sponsored Job): WellPoint - Walnut Creek, CA. Description: "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...".
 - HR Administrative Coordinator**: Fairmont Hospital - San Leandro, CA. Description: "operational and administrative support duties and... of certain administrative details by routinely and independently performing administrative support tasks...".
 - Administrative Assistant**: Novogradac & Company - San Francisco, CA. Description: "nationwide. Our San Francisco office has an immediate opening for an Administrative Assistant. This position is responsible for a broad spectrum of activities...".
 - Administrative Assistant**: RSM McGladrey - San Francisco, CA. Description: "a high-caliber Administrative Assistant to join our... manner, diversified administrative assistant assignments and general administrative tasks, including word...".
- Right Sidebar:**
 - Ads by Google:** "Billing And Coding" (Medical Billing and Coding Cert Training/Contra Costa Co., Antioch), "Windows Gurus Wanted" (New Jobs for Serious Windows Pros), "San Francisco Jobs" (Stay Close, Go Far. Search Job Opportunities in San Francisco.), "Admin Assistant Jobs" (Work behind the scenes at the TSA. Admin & management jobs available.).
 - 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.



[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:

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

The screenshot shows the JobStar Central website. At the top left is a logo of a briefcase with a star, labeled 'JobStar Central'. Below it is a list of links: LOCAL Jobs, Resumes, Career Guides, Salary Info, Hidden Jobs, Ask Electra, and Search Site. A black circle highlights this list, with an arrow pointing to a text box that says 'Lots of useful advice on many aspects of the job search.' To the right of the logo is a search bar with 'what' and 'where' labels, a 'Find Jobs' button, and a link to 'indeed'. Below the search bar is a section titled 'Hidden Job Market' with a 'Top Secret' key icon. It contains the text 'The best jobs are never advertised.' and 'Find out why and what to do about it. How to network, research employers and create your own Hidden Job Market plan.' At the bottom, there are links for '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', and 'Researching Companies'. A black arrow points from a text box that says 'Hidden Job Market technique laid out step-by-step' to the 'Step-by-Step Plan' link.

JobStar Central
Job Search Guide
from your local public library

what where Find Jobs
job title, keywords or company city, state or zip 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 JobStar](#)
[Privacy Policy](#)
[Contents](#)
[E-mail Electra](#)

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
Top Secret
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!

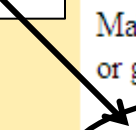
You'll need to know as much as you can about the tasks, skills, and experiences your new employer is looking for. You'll learn more about that in Steps 2-4. For now, focus on what **YOU** have to offer. As you learn more about employer needs, you will pick up the best ways to present your selling points.

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

Scroll down page to San Francisco County & click on Excel

	Excel
Geographical Areas	2010 1st Quarter
(s Region)	Excel
	Excel
Arcade-Roseville MSA)	Excel
Pumas 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

sanfSoes [Read-Only] [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Normal Page Layout Full Screen Workbook Views

Ruler Gridlines Message Bar Show/Hide

Formula Bar Headings

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Split Hide Unhide Window

Save Workspace Switch Windows

Macros

F19 fx (4)

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 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, 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

2010 - 1st Quarter Wages

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
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
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)
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)
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)
041884	San Francisco-San Mateo-Redwood City MD, CA	11-1021	Legislators							
041884	San Francisco-San Mateo-Redwood City MD, CA	11-1021	Advertising and Promotions Managers							
041884	San Francisco-San Mateo-Redwood City MD, CA	11-1021	Marketing Managers							
041884	San Francisco-San Mateo-Redwood City MD, CA	11-1021	Sales Managers							
041884	San Francisco-San Mateo-Redwood City MD, CA	11-1021	Public Relations Managers							
041884	San Francisco-San Mateo-Redwood City MD, CA	11-1021	Administrative Services Managers							
041884	San Francisco-San Mateo-Redwood City MD, CA	11-1021	Computer and Information Systems Managers							
041884	San Francisco-San Mateo-Redwood City MD, CA	11-1021	Financial Managers							
041884	San Francisco-San Mateo-Redwood City MD, CA	11-1021	Compensation and Benefits Managers							

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

Find and Replace

Find Replace

Find what: carpenter

Options >>

Find All Find Next Close

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

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

close

2 hour course

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 displays the Career Transitions website interface. At the top, the GALE CENGAGE Learning logo is on the left, and the text 'Welcome Susan Cohen! Sign Out' is on the right. Below the logo, the 'CareerTransitions' title is prominently displayed. A navigation bar contains five tabs: '1. Discover My Interests', '2. Explore Careers', '3. Prepare Resume' (which is highlighted), '4. Improve My Chances', and '5. Find Jobs'. Below the navigation bar, the 'Prepare Resume' section is active, showing the heading 'Create an effective resume in six easy steps' and the subtext 'Build it. Save it. Send it.' A large blue button labeled 'Get Started Now' is visible, with a 'Learn More' link underneath. To the right of the button, a 'Related Articles' box lists six topics: 'Deciding On A Career Goal', 'Why you need a resume', 'Writing an Effective Resume', 'Your Resume Is a Marketing Tool', 'Purpose of Resume - Interview', and 'What Must Never Go in a Resume'. On the far right, a 'Next' button with a right-pointing arrow is shown. Overlaid on the right side of the page is a detailed 'Prepare Resume' sidebar. This sidebar has a 'Close' button in the top right corner. It begins with an introductory paragraph: '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:'. It then lists four steps: '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', and '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'.

GALE CENGAGE Learning

Welcome Susan Cohen! Sign Out

Home

Unemployed? Get Help Now

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

Next

Prepare Resume

Close

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:

[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 12-6 Sa 10-6 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) .



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.



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.

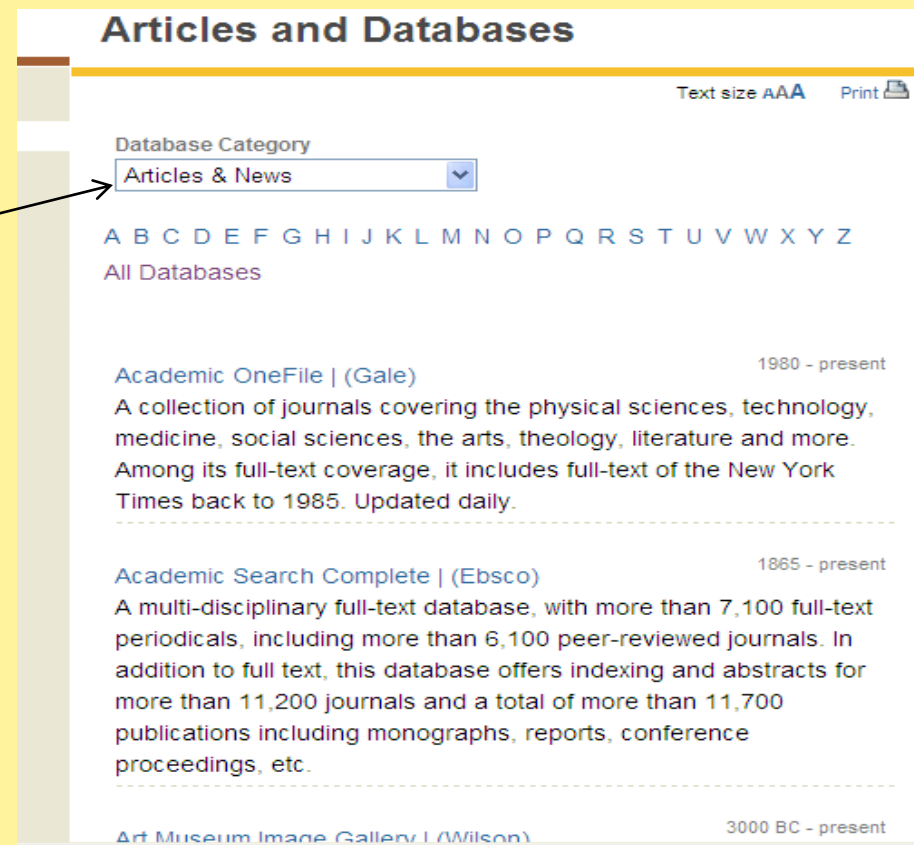
[How to Prepare for a Civil Service Test When There's No Civil Service Test Book](#) (PDF 177K)

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 I (Wilson) 3000 BC - present

Particular Magazines or Journals

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

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

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

-- Please select a subject category --

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

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

Database: Business Source Complete -- Publications



Publications Alert / Save

[Previous Record](#) [Next Record](#) Search within this publication

Publication Details For "Marketing Management"

Title:	Marketing Management	All Issues -- 2010 Vol. 19 Issue 2 - Summer2010 Vol. 19 Issue 1 - Mar/Apr2010 + 2009 + 2008 + 2007
ISSN:	1061-3846	
Publisher Information:	American Marketing Association 311 South Wacker Dr, Suite 5800 Chicago Illinois 60606-5819	
Bibliographic Records:	01/01/1992 to present	
Full Text:	01/01/1992 to present	

The End