General Career Resource Websites

The following websites provide general career resources that may be helpful to you. They are organized by category for easy access, along with a brief description of each category.

**Business News**

Get the latest in business news and trends on these sites – locally and nationally:

- **Bloomberg Businessweek**
  [www.businessweek.com/](http://www.businessweek.com/)

- **CEO Express**
  [www.ceoexpress.com/default.asp](http://www.ceoexpress.com/default.asp)

- **Forbes Magazine**

- **Fortune Magazine**

- **The Business Review – Albany**
  [www.bizjournals.com/albany/](http://www.bizjournals.com/albany/)

**Career “A-Z” Information**

The following sites provide you with a wealth of information on just about any aspect of the career planning, development and advancement process. Search these sites for what you need related to your career, or simply visit them to see what career resources they have to offer.

- **Job-Hunt.org**
  [www.job-hunt.org](http://www.job-hunt.org)

- **JobHuntersBible.com**
  [www.jobhuntersbible.com](http://www.jobhuntersbible.com)
Career Branding

The following sites provide you with career branding concepts and strategies to help you “market yourself” for career success. Building and communicating a brand is not just for products and services – it's for you as well.

Building Your Personal Brand: Tactics for Successful Career Branding
www.quintcareers.com/career_branding.html

Elevator Speech: The Swiss Army Knife of Job Search Tools
www.quintcareers.com/job-search_elevator_speech.html

Career Research and Exploration

The following sites provide you with information about a variety of careers, for purposes of career research and exploration. Learning about careers will present you with viable options (perhaps even some that you never even knew existed) and will help you make informed career choices.

America’s Career InfoNet
www.careerinfonet.org
Click on “Occupation Profile”

Occupational Outlook Handbook
www.bls.gov/oco

O*NET Online
http://online.onetcenter.org

Quintessential Careers – Career Research Checklist
www.quintcareers.com/career_research_checklist.html

What Can I Do With This Major?
http://www.ucdenver.edu/life/services/asac/documents/pathway-to-major-online-resources.pdf

Cover Letters

Description: The following sites provide you with information on developing an effective cover letter for your job search and career advancement. Cover letters introduce your resume and are a key career marketing document.
Cover Letter Resources and Tools for Job Seekers
www.quintcareers.com/covres.html

Cover Letters and Other Correspondence
www.rileyguide.com/cover.html

Susan Ireland’s Resume Site
http://susanireland.com/

Interviewing - Informational

Informational Interviewing Tutorial
The following site provides you with a tutorial on informational interviewing. It will give you all the information you need to know about how to use and take full advantage of this well-established career exploration and networking strategy.
www.quintcareers.com/informational_interviewing.html

Interviewing – Jobs

The following sites provide you with interviewing strategies and techniques. The interview is where you “sell yourself” for the job, and it requires preparation, practice and performance.

Guide to Job Interviewing Resources
www.quintcareers.com/intvres.html

Interviewing
www.rileyguide.com/interview.html

Interviewing Success
www.collegegrad.com/intv

SYMS – Dress to Achieve
www.symsdress.com/index.htm

Job Search

The following sites provide you with information and resources for your job search. Any good job search should employ a multi-faceted approach, using a number of job search strategies, but with a focus on networking.

International Job Search
Goin Global
www.goinglobal.com/en/
Job and Career Fairs
Job Fair Success
www.collegegrad.com/jobsearch/Job-Fair-Success

Fairs/Recruitment – Job Express
www.labor.ny.gov/careerservices/findajob/jobfairrecruitmentsindex.shtm

Job Listing Sites
Fortune 500 Employers – Jobs by Rank
www.job-hunt.org/employers/Fortune-500/rank-index.shtml

Fortune 500 Employers – Jobs by State
www.job-hunt.org/employers/Fortune-500/by-state/Fortune-500-byStateIndex.shtml

Job Banks and Career Search Engines
www.rileyguide.com/multiple.html

Job Express
www.labor.ny.gov/jobs/regional.shtm

Meta Job Search Engine – Career Jet
www.careerjet.com/

Meta Job Search Engine – Indeed
www.indeed.com

Meta Job Search Engine – Link Up
www.linkup.com

Meta Job Search Engine – Simply Hired
www.simplyhired.com

Sites with Job Listings
www.rileyguide.com/jobs.html

Managing Your Job Search
Managing Personal and Professional Relationships
www.jibberjobber.com/
Networking - General
Key Career Networking Resources for Job Seekers
www.quintcareers.com/networking_resources.html

Networking Advice
www.rileyguide.com/nettips.html

Networking – Online (General Information)
Social Media and the Job Search
www.job-hunt.org/social-networking/social-media.shtml

Tools for Networking on the Internet – Quintessential Careers
www.quintcareers.com/Internet_networking_sources.html

Networking – Online (Facebook)
12 Ways to Use Facebook Professionally

Facebook and Your Job Search
www.job-hunt.org/social-networking/facebook-job-search.shtml

Networking – Online (LinkedIn)
The New Networking: Ultimate LinkedIn Guide for 2012 Grads
www.onlinecolleges.net/2012/05/07/the-new-networking-ultimate-linkedin-guide-for-2012-grads/

100 Smart Ways to Use LinkedIn
www.linkedintelligence.com/smart-ways-to-use-linkedin/

20 Ways to Use LinkedIn Productively

Networking – Online (Twitter)
Twitter and Your Career

Newspaper Help Wanted Advertisements
United States Newspapers
www.50states.com/news

Online Job Applications/Employment Kiosks
Using Employment Kiosks and Online Job Applications
www.rileyguide.com/kiosk.html

Online Yellow Pages
411.com
www.411.com
Recruiters and Executive Search Firms
Directories of Recruiters
http://rileyguide.com/recruiters.html

Executive Search Firms
http://rileyguide.com/firms.html

Labor Market Information and Trends
The following sites provide you with a wealth of data on industries and occupations, employment trends and projections, high growth areas and much more. You will find research-based information and statistics on just about any aspect of the labor market.

A-Z Index of Trade Associations
www.usa.gov/directory/tradeassc/index.shtml

America’s Career InfoNet – Industry Information
www.careerinfonet.org/Industry_Intro.asp?id=8&nodeid=8

America’s Career InfoNet – Employment Trends by Industry and Occupation
www.careerinfonet.org/Occ_Intro.asp?id=1&nodeid=1
Scroll down to “Compare Wages and Trends” and click on “Employment Trends by Industry and Occupation”

America’s Career InfoNet – Employment Trends by Occupation
www.careerinfonet.org/Occ_Intro.asp?id=1&nodeid=1
Scroll down to “Compare Wages and Trends” and click on “Employment Trends by Occupation”

Bureau of Labor Statistics – Occupational Data
www.bls.gov/emp/ep_data_occupational_data.htm

State Labor Market Information
www.careerinfonet.org/State_Intro.asp?id=11&nodeid=11

The Milken Institute – Best Performing Cities
http://bestcities.milkeninstitute.org

The Riley Guide – Employment and Industry Trends
www.rileyguide.com/trends.html
**Personal Statements/Statements of Interest**

The following sites provide you with information about how to write a personal statement or statement of interest for things such as fellowship applications or college admissions.

**Owl Online Writing Lab – Writing the Personal Statement**
https://owl.english.purdue.edu/owl/resource/642/01/

**Writing Personal Statements Online**
www.e-education.psu.edu/writingpersonalstatementsonline/

**Professional Associations**

The following sites provide you with a listing of professional associations in a variety of career fields. Professional associations are a “gathering place” for people in the same profession, and provide rich opportunities for professional development, industry news and updates, and networking.

**Career Overview**
www.careeroverview.com/professional-associations.html

**WEDDLES Association Directory**
www.weddles.com/associations/index.cfm

**Researching Employers**

The following site provides you with resources regarding researching employers. Researching employers gives you the information you need to determine the “best employer fit” for your career.

**Rutgers University Libraries – Company Research Guide**
http://libguides.rutgers.edu/companies

**The Business Journals – Company Profile Search**
www.bizjournals.com/profiles/company/us/?state=

**The Riley Guide: Research and Target Employers and Locations**
www.rileyguide.com/research.html

**Vault Career Intelligence**
www.vault.com/
**Resumes**

**Description:** The following sites provide you with information on developing an effective resume for your job search and career advancement. Resumes are often your first impression with employers. It's important to develop one that makes a positive impression.

**Resumes – JobStar Central**
http://jobstar.org/tools/resume/index.php

**Resume and CV Resources for Job Seekers**
www.quintcareers.com/resres.html

**Resumes and Cover Letters**
www.rileyguide.com/letters.html

**Susan Ireland's Resume Site**
http://susanireland.com/

**Preparing Your Resume for Emailing and Online Posting**
www.rileyguide.com/eresume.html

**Preparing a Perfect Plain Text Resume**
www.rileyguide.com/eresprep.html

**Salary Research and Negotiations**

The following sites provide you with information regarding research and negotiations of not just salary, but total compensation (salary and benefits). You'll find strategies and techniques, salary surveys and guides, salary calculators, wages by occupation and area, cost of living calculators, advice on budgeting and much more.

**America's Career InfoNet – Wages by Occupation and Local Area**
www.careerinfonet.org/Occ_Intro.asp?id=1&nodeid=1
Scroll down to “Compare Wages and Trends” and click on “Wages by Occupation and Local Area”

**America's Career InfoNet – Wages by Metropolitan Areas**
www.careerinfonet.org/Occ_Intro.asp?id=1&nodeid=1
Scroll down to “Compare Wages and Trends” and click on “Wages by Metropolitan Areas”

**Budgeting 101**
http://financialplan.about.com/od/budgetingYOURMONEY/tp/budgeting-101.htm

**CNN Money – Cost of Living Calculator**
Cost of Living Calculator  
www.e rieri.com/CareerPlanning

Glass Door  
www.glassdoor.com

Job Seekers Salary Calculator  
www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php

Pay Scale – Free Salary Reports  
www.payscale.com

Salary.com  
www.salary.com

Salary Calculator  
www.salarycalculator.com

SalaryExpert.com  
www.salaryexpert.com

Salary Guides and Guidance – Riley Guide  
www.rileyguide.com/salguides.html

Salary Information  

Skills Essential to Today’s Workplace

Tony Wagner's Seven Survival Skills  
This site provides research-based information on the skills needed in today's workplace.  
www.tonywagner.com/7-survival-skills

Note: Websites/online resources that have been chosen for this list are not meant as an endorsement of the site or information on it. They have simply been identified as potential career resources for students. You should closely review the information on each site to determine appropriateness and relevancy to your specific situation.