

Career Resources in the Library and Beyond



Sonoma State University Library
Jean & Charles Schulz Information Center

Step-by-Step

Getting Started (email, workspace, cloud computing, thumb drive, resume)

Resources (library, print vs web)

The Interview (techniques, in-person, phone)



Getting Started

Email set up email (Gmail, Yahoo, Hotmail) dedicated to your work search. Employers don't need to know about your personal life. (*Google also allows for docs, reader, etc.) (*)

Workspace looking for work is a FT job, your space should fit the task

Cloud Computing (*)/Thumb drive working in the cloud allows you to work from anywhere. Backup everything on a thumbdrive and sync when changes are made. ([Google docs](#), [Zoho](#))

Resume sculpt your resume to fit the job and make a web-safe version. Be sure to update both when changes are made.



Getting Started - the Resume

Resume - Make multiple versions of resume. Formatting for the web is important.

Your Name

123 Main St.
Sonoma, CA
email@email.com

EDUCATION

Degree, YourMajor, YYYY
Sonoma State University, Rohnert Park, CA

EXPERIENCE

Job#1 (full-time)

Office Name

8/2006 - Current

Provide general reference services to City employees and general public regarding the Seattle Municipal Code. Maintain Clerk website. Catalog City printed publications, audio files, and motion picture footage. Provide basic technical troubleshooting of content management system.

* Provide general reference services to City employees and general public regarding the Seattle Municipal Code as well as information regarding the City's legislative history

* Catalog and index City publications and legislation

* Designed, built, and maintain City Clerk's website

* Redesigned Clerk's search interface and Municipal Archives web interface

Formatting:

- use returns (Enter key) to separate key elements
- use CAPS to distinguish sections
- use an asterisk (*) for bulleted lists



Resources

Print vs. Electronic (or Web) web resources will be more current, but don't count out print.

Job websites there are plenty. Important to watch which are in favor over others. Different websites perform different duties, know the difference.

Professional Organizations some professional organizations will provide links to regional or national job listings in that area of concentration

Social Networking and additional online tools sometimes it really does matter who you know



Resources - Print

Sonoma County Library (*)

"Occupational Outlook" - book

"Occupational Outlook Quarterly" - periodical (avail., library catalog)

"Big Book of Jobs" (650.14 BIG) ([HF5382.5 U5 .B54 2007](#)) ([SoCo library](#))

University Library (*)

Specialty Occupational Outlook: Trade & technical. ([SSU](#))

Hoover's Master List of Major US Companies ([SSU](#))

Periodicals (both)

The Economist

Money

Wall St. Journal

New York Times

San Francisco Chronicle

Los Angeles Times



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Resources - Print - Library Catalog

Library Catalog searches searching the library catalog using Library of Congress subject headings. These will return materials held in the library with this classification.

Subject = Job Hunting ([SSU](#)) ([SCL](#))

Subject = Job Descriptions ([SSU](#)) ([SCL](#))

Subject = Employment Interviewing ([SSU](#)) ([SCL](#))

Subject = Career Development ([SSU](#)) ([SCL](#))



Resources - Electronic [SSU]

Library Electronic Resources these are subscription databases that can be used to review companies

- Hoover's Company and Industry Reports [electronic resource] (Lexis Nexis) ([SSU](#))
- Hoover's Company Records - Basic Record [electronic resource] (Lexis Nexis) ([SSU](#))
- Hoover's company records [electronic resource] (ProQuest) ([SSU](#))
- Hoover's Company Records - In-depth Records [electronic resource] (Lexis Nexis) ([SSU](#))

Electronic Resources to update your skills

- Safari Books Online [electronic resource] (Safari Books) ([SSU](#))



Resources - Electronic [SCL]

SCL has a great careers portal for regional and national job searches (*)

Looking for a class or more training?

- CareerOneStop is a Re-Employment portal (*)
- Not sure you are in the right career? (*)



Resources - Job websites

Job websites and online resources these are but a few resources currently en vogue. Two categories: Career Guides and Job Boards

Career Guide will provide an overview of an industry, a region, and job descriptions (work environment and salary potential)

Job Boards are posting of new positions available



Resources - Job websites and more tools

Career Guides

Career Builder ([Link](#)) (*)
USAjobs ([Link](#))
U.S. Dept. of Labor ([Link](#))
CA Dept of Labor ([Link](#))
O*Net (DOL) ([Link](#))
Career One Stop ([Link](#))
Salary.com ([Link](#)) (*)
HomeFair.com ([Link](#))
Vet Jobs ([Link](#))
Hire Vets First ([Link](#))

Job Boards

Craigslist ([Link](#)) (*)
Monster.com ([Link](#)) (*)
Dice.com ([Link](#))
AARP (for over 50) ([Link](#))
newspapers

Library Resources

Librarian's Internet Index ([Link](#)) (*)
Sonoma County Library Careers page ([Link](#))
San Francisco Public Library Careers page ([Link](#)) (*)
Seattle Public Library Careers page ([Link](#))

Company Resources

Google Finance ([Link](#)) (*)
additional sources include Hoover's and financial newspapers



Resources - Professional Orgs & Networking

Professional Organizations these often help their members find work. Some may require memberships, be sure to check.

www.ala.org ([Link](#))

www.pnla.org ([Link](#)) (*)

Social Networking

linkedin.com ([Link](#)) (*)



The Interview

Things to Remember When You Get The Interview

- research company
- tailor resume to specific job and double check spelling and job applying for prior to submitting application
- review and prepare with interview questions
- dress appropriately
- be on time
- be polite and friendly to all who you meet and interview with
- send thank you emails after interview
- ask questions (remember, they are being interviewed by you)
- phone interview - dress as if an in-person interview
- for the phone interview, end your answers with "did this answer your question?", or "would you like more information?" - this tells the interviewer you are finished speaking
- try to relax (and learn)

library resources can be found:

Subject = Employment Interviewing ([SSU](#)) ([SCL](#))



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Career Resources Research Guide: [SSU Library Guides](#)



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