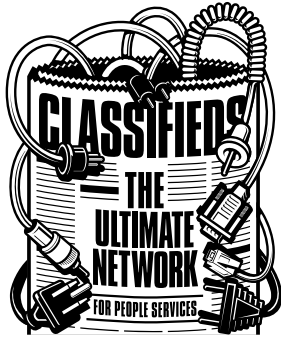


# JOB & CAREER RESOURCES



## LOCAL JOB SITES

**PA CareerLink** [www.cwds.state.pa.us](http://www.cwds.state.pa.us)

Find job openings with companies and with the state of Pennsylvania.

If you have questions on using CWDS, contact or visit the local PA CareerLink office:

**PA Careerlink Chester County at Coatesville**

250 East Harmony Street • Coatesville, PA 19320

Phone: 610.384.9393

E-mail: Rick Rivera – [frivera@state.pa.us](mailto:frivera@state.pa.us)

Hours: Monday-Thursday 8:30 AM-4:30 PM

Friday 8:30 AM-12:00 PM

**Careerbuilder** [www.philly.com/philly/jobs](http://www.philly.com/philly/jobs)

Locate a job by route number in the metropolitan Philadelphia area.

**JobsinPA.com** [www.jobsinpa.com/home/home.aspx](http://www.jobsinpa.com/home/home.aspx)

Click on the **Jobseekers** tab at the top of the page and scroll down to **Career Agent**. After initial registration, you will receive e-mails with job links that match your employment profile.

**Pennsylvania Civil Service Job Bank** [www.scsc.state.pa.us](http://www.scsc.state.pa.us)

Find Pennsylvania State Civil Service jobs.

**Job-Hunt Org**

[www.job-hunt.org/jobs/careers/pennsylvania-careers.shtml](http://www.job-hunt.org/jobs/careers/pennsylvania-careers.shtml)

Browse down the page to see job analysis for different cities.

## NATIONAL/GOVERNMENT JOB SITES

**Indeed** [www.indeed.com](http://www.indeed.com)

A search engine for employment that gives job seekers free access to millions of employment opportunities from thousands of websites.

**CareerOneStop** [www.careeronestop.com](http://www.careeronestop.com)

Sponsored by the U.S. Department of Labor, this site has tools to help job seekers, students and career professionals.

**USAJOBS** [www.usajobs.gov](http://www.usajobs.gov)

The government's official one-stop source for Federal jobs and employment information.

~Over~

## RESUMES & COVER LETTERS

**The Riley Guide: Prepare Your Resume for E-Mail and Online Posting** [www.rileyguide.com/eresume.htm](http://www.rileyguide.com/eresume.htm).

Discusses the various formats of online resumes. There is also a section on "staying cyber-safe" under **Posting Your Resume: Placement vs Privacy**.

**JobStar Central** <http://jobstar.org/tools/resume/index.php>

Great collection of sample resumes and cover letters for everyone, from the college graduate to the career professional. Click on **Resume Tips from Yana Parker**, a best-selling resume expert.

## INTERVIEWING

**Quintessential Careers: Guide to Job Interviewing Resources**

[www.quintcareers.com/intvres.html](http://www.quintcareers.com/intvres.html)

Has an extensive section that contains an interview question database, along with numerous articles and a job interview tutorial.

**For more job related websites go to:**

- Go to the Library System's website, [www.ccls.org](http://www.ccls.org)
- Select **CCL Business Inc** from the **Find a Resource** box.
- Click on **Business Web Links**.
- Click on **Jobs and Careers**.

## DATABASES

The two, free, databases below may be accessed at any **Chester County System Library**, as well as from home or office. You will need a 14 digit Chester County Library System card for remote access.

**ReferenceUSA**

This business database is for researching a company or industry. Find executives, corporate families and business profiles. The business profiles often contain key "buzzwords" that can be used in a resume or interview.

**To access:**

- Go to the Library System's website, [www.ccls.org](http://www.ccls.org)
- Select **CCL Business Inc** from the **Find a Resource** box.
- Click on **Business Databases**.
- Click on **ReferenceUSA**.

**Learning Express Library**

This database is a comprehensive, interactive online learning platform of practice tests and tutorials to help student and adult learners succeed in the academic or licensing tests they must pass. It also has information on resume writing and job search skills. Registration is required.

**To access:**

- Go to the Library System's website, [www.ccls.org](http://www.ccls.org)
- Click on **Databases** (left side of page) and then **Databases By Name**.
- Click **L**.

The Chester County Library has many books for loan on resumes, interviewing and careers – located in the **331** and **650.14** call number range.

*If you have any further questions, please ask a librarian at the Reference Desk.*



**Reference Department**

450 Exton Square Parkway, Exton, PA  
610-280-2620/21 • [www.ccls.org](http://www.ccls.org)