

Look to your library for information...

Searching for a Job?

Find tips on résumés, job search strategies, successful interviewing techniques and online employment sites.

Databases

- **Résumé Builder**–Build your résumé and get job seeking tips.
- **Testing and Education Resource Center**–Get prepared with eBooks and interactive practice for civil service, military and academic admissions exams, résumé and career advice.
- **Careers and Education Reference Collection**–Career and education themed reference books.
- **WOIS/The Career Information System**–Career choice information and assessment tools for civilian and military occupations.

Agencies and Web Sites

- **WorkSource**–Offices are open to the public and provide the information, technology and services that job seekers need to secure satisfying jobs.
<http://www.worksourceskc.org/>
Redmond, 425.861.3700
Seattle, 206.205.3500
- **State of Washington Employment Information**
<http://access.wa.gov/employment>
- **Washington State Employment Security Department**–Find out how to apply for unemployment benefits.
<http://www.esd.wa.gov/>
1.800.318.6022
- **United States Department of Labor**–Nationwide toll-free assistance with questions about job loss, business closures, pay and leave, workplace safety and health, pension and health benefits, and workplace injuries.
<http://www.dol.gov/>
1.866.4.U.S.A.DOL
- **Familias Unidas**–Helps the Hispanic community in finding jobs, creating résumés, obtaining food stamps and filling out job applications.
425.513.2880
- **AtWork!**–Helps those with disabilities learn marketable skills, find and keep good jobs in the community.
425.274.4000

Local Job Postings

- **Seattle Craigslist**, **<http://seattle.craigslist.org/>**
- **NWJobs.com**, **<http://marketplace.nwsources.com/jobs/>** (classifieds online with Seattle Times/PI)
- **JobDango**, **<http://www.jobdango.com/>** (The Northwest's most popular job site.)
- **SeattleJobs.com**, **<http://www.seattlejobs.org/>**
- **Pacific Northwest Careers**, **<http://www.pnwcareers.com/>**
- For more local listings see **WorkSource**, **<http://www.worksourceskc.org/seekers/jobsearch.asp>**

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National Job Postings

- Monster.com
- Yahoo! Hot Jobs
- Vault
- True Careers

Government Job Postings

- Working for Washington State, local government jobs.
<http://www.careers.wa.gov/>
- USAJobs–The official job site of the US Federal Government.
<http://www.usajobs.opm.gov/>

Temporary Work

- **Labor Ready**–Places people in temporary jobs in construction, manufacturing, hospitality services, landscaping, warehousing, retail and more.
Auburn, 253.833.9345
Bellevue, 425.688.8878
Renton, 425.226.6613
Woodinville, 425.488.7102
- **LaborWorks**–Provides screened, qualified workers for temporary and skilled positions.
1.888.637.WORK

Books: Dewey Decimal 650.14–Résumés

- *Think Like an Interviewer: Your Job Hunting Guide to Success* by Ronald J. Auerbach
- *The Complete Book of Perfect Phrases for Job Seekers* by Michael Betrus and Carole Martin
- *How to Write Better Résumés and Cover Letters* by Pat Criscito
- *A Foot in the Door: Networking Your Way Into the Hidden Job Market* by Katharine Hansen
- *The College Grad Job Hunter: Insider Techniques and Tactics for Finding a Top-Paying Job* by Brian D. Krueger
- *How'd You Score That Gig?: A Guide to the Coolest Jobs and How to Get Them* by Alexandra Levit
- *The Career Coward's Guide to Changing Careers: Sensible Strategies for Overcoming Job Search Fears* by Katy Piotrowski
- *Knock 'em Dead Cover Letters: Great Letter Techniques and Samples for Every Step of Your Job Search* by Martin Yate
- *Knock 'em Dead 2009: The Ultimate Job Search Guide* by Martin Yate

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