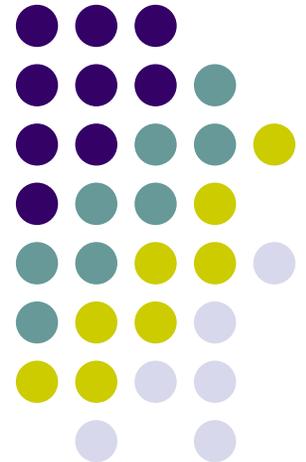


# Welcome to the San Diego Public Library

---

Employment Workshop  
July 2003



# *Over 450 Career Books*



- ❖ Dictionary of Occupational Titles  
R 331.7003/Dictionary
- ❖ Occupational Outlook Handbook  
R 371.425/Occupational
- ❖ D & B Career Guide  
R 331.128/Career
- ❖ Directory of Corporate Affiliations  
R 338.8/Directory

# *State or Regional Directories*



- ❖ Inside Prospects

R 338.74025/Inside

- ❖ D & B Regional Directory

R 338.74025/D & B

- ❖ Occupational Outlook Report 2003

R 331.702/Occupational

# *Tools in the Library*



- ❖ Computer Lab Offers Microsoft Applications

Word, Excel, PowerPoint, Publisher, Access

- ❖ WinWay Résumé Writer

Available in Social Sciences 3<sup>rd</sup> floor

- ❖ Résumés and Cover Letters 650.14

# *Hidden Job Market*



- ❖ Begin Networking.
- ❖ Find Associations, User Groups or School Counselor.  
San Diego Sourcebook or national, trade & professional directories.
- ❖ Over 75% Jobs Available Go Unadvertised.  
Applicants are found by networking; recommended by colleague (s) or hear about a job vacancy from a job fair or recruiter.



# *Electronic Job Search*

- ❖ Establish your own professional e-mail address.

Try <http://www.hotmail.com/> or <http://www.juno.com/>

- ❖ The following sites advertise in the San Diego market:

<http://www.caljobs.ca.gov/> or <http://www.employmentguide.com/>  
<http://www.google.com/> or <http://www.yahoo.com/> & search jobs  
<http://www.sandiegoatwork.com/> and <http://www.brassring.com/>



# *Submitting Online*

- ❖ Always Prepare a Cover Letter.

Sample cover letters can be found in 650.14

- ❖ Check Documents for Spelling & Consistency.

- ❖ Submit Electronically.

In a moment, sample résumé will be submitted.

- ❖ Follow Up with a Thank You Letter.

Find the first and last name of your interviewer.



# *Show Interest During Interview*

- ❖ Skills You Bring to their Team.

i.e. Sales techniques or computer skills

- ❖ Take Responsibility.

How would you would solve problems? Use past experience.

- ❖ Demonstrate Knowledge of the Company.

Is company public or private?

# *Research on Companies*



## ❖ **Public**

- ❖ Annual Report  
Online or hard copy
- ❖ Mergent Directories
- ❖ Mission Statement
- ❖ Professional Journals
- ❖ <http://www.sempra.com/>
- ❖ <http://www.generaldynamics.com/>
- ❖ <http://www.nassco.com/>

## ❖ **Private**

- ❖ Ward's Private Co. Profiles
- ❖ Intl. Directory of Co. Histories
- ❖ <http://www.ReferenceUSA.com/>
- ❖ Professional Journals
- ❖ Company's Homepage  
<http://www.roel.com/>



# *What can I do now?*

## ❖ Toastmasters

Practice speaking in front of an audience, i.e. interviewer

## ❖ Update Computer Skills

<http://www.sandiegocet.net/>

## ❖ Certification or Additional Training

Regional Occupational Program or ROP.

College credit/certification in Auto Repair, Bookkeeping,

Electronics and more. See also <http://www.sdcoe.net/rop/>



# *Additional Resources*

- ❖ California Job Journal; Federal Jobs Digest
- ❖ Internships 2003  
R 378.33/Internships
- ❖ Plunkett's Employers' Internet & Information Sites.  
R 650.14/Plunkett's
- ❖ Homeland Security Jobs  
<http://technicaljobsearch.com/job-banks/homeland-security-jobs.htm>

# Visit your Library

Social Sciences  
(619)236-5894

