Career Resources

Local Groups
PSG of Mercer County http://www.psgofmercercounty.org
Meets most Fridays at 9:45 am at the Princeton Public Library for speaker series and networking. Topics include interviewing, networking, branding, etc.

Resume & Linkedin Help Desk, Dec 17th 10-12pm, Usually 4th Wednesday of the month at the Princeton Public Library https://princetonlibrary.org/event/resume-and-linked-in-help-desk-2/

Breakfast Club NJ, Dec 14th 8-11am, Saturdays at the Days Hotel in East Brunswick https://www.meetup.com/The-Breakfast-Club-NJ/

New Start Career Network http://www.newstartcareernetwork.org/
Offers webinars and virtual career coaching. Also hosts a calendar of local events for job seekers.

Career Connections http://careerconnections.nj.gov/ This is an official New Jersey government website, from the Department of Labor & Workforce Development, devoted to job searching and career preparation. Create resumes, enhance existing resumes, gain tools that can increase your visibility to employers, access real-time job openings, do active or automatic job searches. Click on the Prepare tab to see a comprehensive list of what the site offers. Connect with Job Centers for individual help. Links of particular interest are:

NJ Career Connections Sites
http://careerconnections.nj.gov/careerconnections/plan/support/njccsites/new_jersey_career_connections_sites_index.shtml
From here, you will find links to One-Stop Career Centers and to a grant supported library program.

One-Stop Career Centers
http://careerconnections.nj.gov/careerconnections/plan/support/njccsites/one_stop_career_centers.shtml
Listed by county, search for the location nearest you to see what it has to offer for job search and training assistance as well as office services such as fax machines and computers. Click on view calendar under Jersey Job Club to see what workshops are offered.

Other Local Groups
https://www.psgofmercercounty.org/p/resources-new.html

General Online Resources
The Muse https://www.themuse.com/ Very professional website that offers career advice, hosts career forums, and gives great templates for writing sensitive emails.


Library Resource Guides Many libraries have created lists of job, career, and employment resources, similar to this handout but more exhaustive. You will notice that many of them list the same resources. Here are two examples:

From Rutgers University: Career Services: Job Postings https://libguides.rutgers.edu/c.php?g=336182&p=2265225
From State Library of New Jersey: Career and Employment Information: Career Planning
http://libguides.njstatelib.org/business/careers/plan

From the American Library Association, Public Library Association: Online Tools for Job Seekers
http://www.ala.org/pla/resources/tools/programming-instruction/online-tools-job-searching

Searching for Company Information
Reference USA
Directory information on millions of U.S. and Canadian businesses and residences. Search for businesses by category, size and geographic location. Search residences by name, location, and phone number.
Also available through JerseyClicks for NJ library cardholders:
http://www.njstatelib.org/services_for_libraries/statewide_services/jerseyclicks/

Business Source Premier (EBSCO) Business Source Premier is the industry's most popular business research database, featuring full text articles from more than 2,200 journals. Full text is provided back to 1965, and searchable cited references back to 1998
Business Source Elite is available through JerseyClicks for NJ library cardholders:
http://www.njstatelib.org/services_for_libraries/statewide_services/jerseyclicks/

Regional Business News Full text articles from 75 business journals, newspapers and newswires covering all metropolitan and rural areas within the U.S.
Also available through JerseyClicks for NJ library cardholders:
http://www.njstatelib.org/services_for_libraries/statewide_services/jerseyclicks/

Value Line Investment Survey Online Now, there’s no need to make a special trip to the library to take a look at Value Line. This is the online version of the Standard and the Small & MidCap print editions, plus more. https://jump.valueline.com/Loggedon.aspx

The Vault: http://www.vault.com
Company and industry information of interest to job seekers.

Job Boards
GlassDoor https://www.glassdoor.com/index.htm
GlassDoor not only hosts an incredible job board but is also known for its employee generated reviews of different companies, its posted salary information, industry specific interview preparation, and helpful articles for job seekers. People can also upload their resumes to be discovered by companies. Also can be accessed as an app.

Zip Recruiter https://www.ziprecruiter.com/
Simply Hired https://www.simplyhired.com/
Google for Jobs Google’s platform for job searching. Find it by google searching “google for jobs”. This article explains how to use it: https://www.thebalance.com/google-for-jobs-4140171

CoolWorks https://www.coolworks.com/ Cool works posts jobs that take employees to really interesting locations. Examples include working at national parks, space camp, and ski lodges.

Idealist https://www理想ist.org/en/?type=JOB Find meaningful jobs. Jobs often are in education sectors, non-profit companies, activist political organizations...etc. Also the
propublica, **Nonprofit Explorer** database hosts tax documents for charities and nonprofit organizations. [https://projects.propublica.org/nonprofits/](https://projects.propublica.org/nonprofits/)

**Volunteer Match** Volunteer Match can be used for discovering volunteer opportunities. This can be great for a resume building, networking and just giving back to your community. [https://www.volunteermatch.org/](https://www.volunteermatch.org/)

**Resume Scanners** [Jobscan.co](https://www.jobscan.co) and [https://skillsyncer.com/](https://skillsyncer.com/) Has you upload your resume, cover letter and job posting and then tells you what words are missing in your materials from the job posting.

**Salary Information and Statistics**

**Salary.com** [https://www.salary.com/](https://www.salary.com/) Corresponds salaries to their geographic area. Gives averages for benefits and shows job postings in the area you have searched.

**H1B Salary Database** [https://h1bsalary.online/search](https://h1bsalary.online/search) When someone applies for a visa their salary is reported to the Department of Labor and becomes public information. This website indexes the salary information from H1B Labor Condition Applications.

**Data Universe**
This website contains salary information for public employees in the state of New Jersey, along with information concerning taxes, crime, education etc. for each city.

**DataUSA** [https://datausa.io/](https://datausa.io/) Data USA uses US Census data to present numeric and visual data about jobs, skills and education across industry and geography. Great for researching field demographics, salary information, and getting to know the demographics of a particular city or state.

**Career One Stop** [https://www.careeronestop.org/Toolkit/ACINet.aspx](https://www.careeronestop.org/Toolkit/ACINet.aspx)
Website of the United States Department of Labor. Of particular interest are the sections dealing with salaries and trending professions.

**Occupational Outlook Handbook** [http://www.bls.gov/ooh/](http://www.bls.gov/ooh/) What used to be only available in print is now available online with better searching capabilities. Look here for a wide variety of information about careers including the most popular, future outlook, and salary information. Find salary information at [https://www.bls.gov/bls/blswage.htm](https://www.bls.gov/bls/blswage.htm). Library still has print edition in the Reference neighborhood, call number is REF 331.7 Occ.

*Also never underestimate, googling your career and “salary guide”*

**Business Resources**


**TradePub.com** [https://www.tradepub.com/](https://www.tradepub.com/) Has access to hundreds of useful business publications.

**NJ State Business Portal** [https://www.nj.gov/njbusiness/](https://www.nj.gov/njbusiness/) The State of New Jersey Business Portal has everything you need to know to have a business in NJ. their pages are : Starting a Business, Growing a Business, Financing and Incentives, Registration and Records, Tax Center, Licenses and Permits and Workforce information. They also have a business hotline that may be of use.
Gale Legal Forms [https://subscriptions.uslegalforms.com/gale/forms.html](https://subscriptions.uslegalforms.com/gale/forms.html) Create accurate, reliable legal documents with no hassle with Gale LegalForms. Offering New Jersey specific “attorney forms” – officially approved forms actually used by law firms, many of the forms and documents are available in Word and Adobe format so you just need to simply “fill in the blanks.” This database has many personal and business forms. Requires a Library subscription.

Skill Building

**Lynda.com** *(Check your local library, linkedin)* Develop new skills to achieve your personal and professional goals. Watch high-quality, engaging video tutorials taught by recognized industry experts on thousands of courses.

**Language Learning:**
Mango and Rosetta Stone *(Check your local library)*
Rosetta Stone *(NJ library card holders):* [https://www.njstatelib.org/services_for_libraries/statewide_services/jerseyclicks/](https://www.njstatelib.org/services_for_libraries/statewide_services/jerseyclicks/)

**Computer Skills Center** *(NJ library card holders)*  
[https://www.learningexpresshub.com/productengine/LELIndex.html#/center/computer-skills-center/home/get-started-with-your-computer](https://www.learningexpresshub.com/productengine/LELIndex.html#/center/computer-skills-center/home/get-started-with-your-computer) Video courses to learn popular software and computer basics. Included are Internet Basics, MS-Office suite, Adobe Illustrator, Adobe PhotoShop and MS-Windows.

**Coding**  
[https://www.edx.org/course/subject/computer-science](https://www.edx.org/course/subject/computer-science) Take online classes through prestigious universities. Many of the classes are free, but require a payment for a certificate of completion.

PSG of Mercer County has a great list of similar e-learning platforms.  
[https://www.psgofmercercounty.org/p/e-learning-resources.html](https://www.psgofmercercounty.org/p/e-learning-resources.html)

Check for free computer classes at your local library, or a nearby library!

**Social Media**

**LinkedIn** [https://www.linkedin.com](https://www.linkedin.com) and [https://learning.linkedin.com/](https://learning.linkedin.com/) LinkedIn is not just for connecting and networking. It can also be used for online courses to brush up on skills, similar to Lynda.com. These are NOT free, though you can sign up for a free month trial. Sometimes they offer a free week of classes.

**MeetUp.com** [https://www.meetup.com/](https://www.meetup.com/) Great for discovering like minded people and business professional networking opportunities in your area. Good place to meet people who are employed in the industry you are job seeking in.

**Facebook** [https://www.facebook.com/](https://www.facebook.com/) and **Twitter** [https://twitter.com/](https://twitter.com/), **Instagram** [www.instagram.com](https://www.instagram.com)

**.me** [https://about.me/](https://about.me/) .me allows a person to create a simple one page profile that is accessible to the public without an outside viewer needing to create an account. Your profile can elaborate on your skills and goals, plus display websites and social media profiles in one place. Using .me, people can also **create a .me email address**, which forwards emails to an address of their choice (Helps make an old email address more professional). A .me profile makes an excellent link for an email signature. Example: [https://about.me/ockert](https://about.me/ockert) - kelsey.ockert@me.com