

Simmons College Career Education Center

<https://www.simmons.edu/cec>

Job search sites, resumes, cover letter samples, videos, advice. Geared to Simmons students, but there is a lot of material here that is useful to any job or career seeker.

Advice & Resources: CareerBuilder's Career Tips

<https://www.careerbuilder.com/advice>

Career guidance and self-assessment tools.

Use our Free Online Resume Builder – Cypress Resume

<http://www.cypressresume.com/index.php?c=burlingtonpubliclibrary>

Sample Resumes and Cover Letters

<https://www.careeronestop.org/JobSearch/Resumes/ResumeGuide/introduction.aspx>

Company Research

Congrats! You've got an interview. Prepare by learning about the company with our business databases. No interview yet? Target companies with our business databases.

Try our **Reference USA Business Directory Online** for detailed business information including executive names and contact information, financial data, job opportunities, similar businesses, and much more. This resource can be accessed from home or at the library. All you need is an internet connection and a Burlington Public Library card.

Career Exploration

Careeronestop · www.careeronestop.org

From the U.S. Department of Labor. Detailed job descriptions, videos, salaries. Lists KSAs for different jobs that are required for federal job applications. Excellent site for career exploration and training information.

Networking

LinkedIn · <http://www.linkedin.com>

Create a profile and connect with others who may be able to assist.

Salary Information

Glassdoor · <https://www.glassdoor.com>

Salaries, company reviews, ratings. A free inside look at companies by reviews by employees and employers. View actual salaries if you post one.

Salary.com · <https://www.salary.com>

Get Help with Computer Skills

GCF Learn Free

<http://www.gcflearnfree.org/topics> offers a large collection of free tutorials including Gmail, Facebook, Twitter, Skype, iPad, Microsoft Word, Excel, PowerPoint, and many more.

Microsoft Office Training

<https://support.office.com/>

Official training guides from Microsoft. Word, Excel, PowerPoint, and more. Office 2007, 2010, and 2013 versions are available.

TypingWeb

<http://www.typingweb.com/>

Free Keyboarding lessons for all skill levels.

Career & Job Sources



Updated 03/2018
Reference: (781) 270-1691
www.burlingtonpubliclibrary.org
ref@burlingtonpl.org



**BURLINGTON
Public Library**
Connect, Discover, Enjoy

WALK-IN ASSISTANCE

The Career Place · Trade Center Park,
100 Trade Center, G100 · Woburn, MA 01801
(781) 932-5500 · Toll free: (888) 273-WORK

<https://thecareerplace.org/>

Live resume help, LinkedIn training, recruiting, career assessment.

Operation A.B.L.E and Senior Community Service Employment Program (SCSEP)

Essex/Middlesex Regional Office

Claire A. Murray, SCSEP Regional Manager
280 Merrimack Street, Bldg. B, Suite 400
Lawrence, MA 01843 · (978) 651 -3050
cmurray@operationable.net

<https://operationable.net/scsep>

For unemployed job seekers 55+. Paid training in your community for up to 20 hours a week, job search coaching, and computer skills training. Terrific opportunity for older job seekers who need current work experience. Participants must meet federal low income guidelines.

Operation A.B.L.E Headquarters

174 Portland St., 5th Flr, Boston, MA 02114
(617) 542-4160

<https://operationable.net/all-programs>

Computer skills classes, paid training, and job placement assistance for people 45+.

Book-a-Librarian

Need help filling out an online application or creating a resume with our online resume builder? Book a 45 minute appointment with us!

50+ Job Seekers Facilitated Networking Group

Supports and assists those 50+ with seeking a new job or career.

Burlington Council on Aging
61 Center St., Burlington, MA 01803
(781) 270-1950

Debbi Buckley Hope, Group Leader
dhopeassociates@gmail.com

Susan Drevitch Kelly, Program Manager
susan@sdkelly.com

WEBSITES

Job Postings

Indeed · <https://www.indeed.com>

Job listings from thousands of job sites, major job boards, newspapers, associations, and companies. Excellent advanced search feature. Create job alerts that are delivered daily. App available.

Simply Hired · <https://www.simplyhired.com>

Similar to indeed.com with salary information and employment trends. Create alerts. Browse by companies, cities, salaries. App available.

We have an extensive collection of career exploration materials that describe many jobs in detail. We have books on resumes, interviewing, networking, salary, and more. Ask us!

Craig's List · <http://boston.craigslist.org>

Good source for jobs from smaller companies.

Idealist · <https://idealist.org>

Nonprofit jobs, internships, and volunteer opportunities.

Work for Good

<https://www.workforgood.org/>

Jobs exclusively in the nonprofit sector.

USAJOBS: The Federal Government's Official Job Site

<https://www.usajobs.gov>

Hint: www.careeronestop.org helps with KSAs required for government job applications.

Careers with the Commonwealth of Massachusetts

<http://www.mass.gov/topics/employment>

Search Massachusetts government jobs.

SchoolSpring · <https://schoolspring.com>

Teaching positions and other jobs in K-12 schools.

Jobs in Higher Education

https://hercjobs.org/new_england

Jobs at all levels in academic institutions.

Massachusetts Job Quest

<http://jobquest.detma.org>

From the Executive Office of Labor and Workforce Development. Search for jobs by job title, category, and location. Also lists training locations and resources.

Helpline: 1 (888) 578-6599 or 1 (617) 626-6571.

LinkedIn Jobs

<https://www.linkedin.com/jobs/>

After joining LinkedIn, look for jobs and create job search alerts. LinkedIn has a job search app.

Jobs on Twitter

· <https://www.twitter.com>

Use Twitter's search function to search for job openings. Type in a location, hiring, and type of position and you'll see tweets about open positions.

Follow @CareerArc on Twitter

Offers job channels to follow on Twitter by job category.

<https://www.careerarc.com/job-seeker/twitter-job-channels>

Job Search Advice, Resumes, and Interviewing

Livecareer.com Guide to Job Interviewing Resources and Tools

<https://www.livecareer.com/career/advice/jobs/intvres>

Collegegrad.com Job Search Minute Videos

<http://www.collegegrad.com/job-search-videos>

Excellent videos from this comprehensive site geared to new grads, but useful for any job seeker.