

# Researching Potential Employers

## Job Hunting

Books on job hunting provide an overview of the steps involved in finding employment. Look in the catalogue under these subjects:

- Job hunting
- Vocational guidance

Some of the many titles in our collection include:

331.702 ONE

150 Best Recession-Proof Jobs (2009)

650.14 BLO

101 Best Ways to Land a Job in Troubled Times (2010)

*Jay A. Block*

650.14 BOL

What Color is Your Parachute? (CURRENT YEAR)

*Richard Nelson Bolles*

650.14 BOL

The Job-Hunter's Survival Guide: How to Find Hope and Rewarding Work Even When "There Are No Jobs" (2009)

*Richard Nelson Bolles*

650.14 STE

Get a Great Job When You Don't Have a Job (2010)

*Marky Stein*

## Résumés, Cover Letters and Interviews

The library offers many useful sources to help you write an effective résumé and cover letter, and prepare for job interviews. To locate these items, check the library catalogue under the following subjects:

- Applications for positions
- Cover letters
- Employment interviewing
- Résumés (Employment)

Some useful titles include:

### Résumés

650.14 FRYI

101 Great Resumes (2009)

*Ronald W. Fry*

650.142 ASH

The Overnight Resume: the Fastest Way to Your Next Job (2010)

*Donald Asher*

650.142 KAR

How to Say It on Your Resume: a Top Recruiting Director's Guide to Writing the Perfect Resume for Every Job (2009)

*Brad Karsh*

650.142 STE

Fearless Resumes: the Proven Method for Getting a Great Job Fast (2010)

*Marky Stein*

## **Cover Letters**

650.14 BET

The Complete Book of Perfect Phrases for Job Seekers (2009)

*Michael Betrus*

650.142 BET

202 Great Cover Letters (2008)

*Michael Betrus*

## **Interviews**

650.144 ALL

Instant Interviews: 101 Ways to Get the Best Job of Your Life (2009)

*Jeffrey G. Allen*

650.144 MAT

201 Knockout Answers to Tough Interview Questions: the Ultimate Guide to Handling the New Competency-Based Interview Style (2010)

*Linda Matias*

# **Researching Potential Employers**

Congratulations! You've decided on the kind of job you want and your résumé is ready to go. Perhaps you are wondering where to send it.

This brochure will help you find out who is hiring now and who might be hiring in the future.

# **Who's Hiring**

## **Advertised Jobs**

Job advertisements can be found in many newspapers and periodicals. Coquitlam Public Library offers the following titles at both branches:

Coquitlam Now

Employment Paper

Globe & Mail

Job White Pages

National Post

Tri-City News

Vancouver Province

Vancouver Sun

## **Unadvertised Jobs**

Many jobs are not advertised. To find out about these jobs, you need to contact employers directly. Coquitlam Public Library has many directories to help you compile a list of potential employers. Directories allow you to locate businesses by type, location, size and so on. Some directories cover all kinds of businesses, others focus on specific types.

Directories can be found in the catalogue under various subjects, such as:

- Associations, institutions, etc. -- Canada -- Directories
- Business enterprises -- British Columbia -- Directories
- Canada -- Manufactures -- Directories
- Hospital -- Directories

Some useful titles include:

Reference Canada Business Database

Go to [www.library.coquitlam.bc.ca](http://www.library.coquitlam.bc.ca), then click on [Articles, Newspapers, Encyclopedias...](#) and scroll through the alphabetized list of database titles.

REF 061.1025 ASS

Associations Canada: An Encyclopedic Directory (CURRENT YEAR)

REF 338.7025 BRI

British Columbia Business-to-Business Sales & Marketing Directory (CURRENT YEAR)

REF 338.0025 COQ

City of Coquitlam Business Licences Issued between... (CURRENT YEAR)

REF 361.0025 RED

The Red Book: Directory of Services for the Lower Mainland (CURRENT YEAR)

[www2.vpl.vancouver.bc.ca/dbs/redbook/htmlpgs/home.html](http://www2.vpl.vancouver.bc.ca/dbs/redbook/htmlpgs/home.html)

REF 362.1102 GUI

Guide to Canadian Health Care Facilities (CURRENT YEAR)

REF 658.02 BRI

British Columbia Manufacturers' Directory (CURRENT YEAR)

[www.made-in-bc.ca](http://www.made-in-bc.ca)

## Job Hunting on the Internet

The internet is another valuable source for locating job postings. Coquitlam Public Library's web site provides links to many useful sites. Go to [www.library.coquitlam.bc.ca](http://www.library.coquitlam.bc.ca), then click on [weblibrary.ca](#), then [Learning & Jobs](#). You will find links to sites about job hunting, interviews and résumés.

The library's web site also has links to sources for company information. Go to [www.library.coquitlam.bc.ca](http://www.library.coquitlam.bc.ca), then click on [weblibrary.ca](#), then [Business & Investment](#).

The library provides free access to the internet. Your library card is required to log in.

**Remember, if you need assistance, please see the librarian at the Information Desk.**

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