Resources for Job Seekers

Kansas Jobs and Job Service Agencies

State of Kansas Jobs
Search and apply for civil service jobs within Kansas

KANSASWORKS
Find and post jobs in Kansas or if you are interested in Summer Youth Program employment opportunities.

Information on workforce services and employment training for Kansans in partnership with KANSASWORKS:

- Kansas WorkforceONE (Western Kansas)
- Heartland Works (Northeast Kansas)
- Workforce Partnership (JO, WY, LV Counties)
- Workforce Centers of South Central Kansas (South Central Kansas)
- KANSASWORKS Southeast Kansas

Kansas Career Pipeline - Career planning tool for: job seekers, students, educators and employers

Kansas Jobs from Top USA Jobs.com - Search by city or by job category

Employment Spot - Kansas -Search for jobs by location, by field, or by job title

Western Kansas Jobs - Sponsored by western Kansas communities, links to available jobs

HRE Partners
http://hrepartners.com/ - Kansas HRePartners is an association of employers pooling their resources to provide convenient access to information and excellent service to our customers. From this site you can learn about and apply for employment opportunities available with member partners.

Job Hunting and Career
Information from the Olathe Public Library with an emphasis on the Kansas City Metro Area

Job Boards, Resumes and Cover Letters
From the Job Hunters Bible, hosted by Dick Bolles - author of "What Color is Your Parachute?"

Search Kansas Newspapers for Jobs - from 50states.com

Indeed.com - one search, all jobs.

National Jobs Online

Links to National Online Job Search Engines

SnagaJob - a source for hourly and part-time

Simply Hired - searches thousands of job boards, classifieds, and company sites. Advanced search options include type of job, type of company, keyword, location and date the job was posted.

CoolWorks - Jobs in Cool Places - seasonal jobs, cruise ships, camps, and internships

More Job Sites - list of additional job search engines from About.com

USA Jobs United States Federal Government official job site

RealMatch - matches job seeker's qualifications and preferences with the employer's requirements

Retirement Jobs - Jobs for People Over 50 - designed for older job seekers.

VetJobs: America's Premier Job Board for Veterans - available to all U.S. military veterans

USAJOBS - The Federal Government's Official Jobs Site - nationwide guide to federal jobs

Law Enforcement Jobs -The Blue Line offers nationwide access to jobs in law enforcement

Hotel, Restaurant, Hospitality Jobs - a full range of jobs in hospitality, including international opportunities

National Job Search Resources

About.com - comprehensive collection of resources for job searching

The Riley Guide - exhaustive list of links to sites with job listings

Vault - for professionals and students pursuing careers

Monster - find jobs, network, build a career

Careerbuilder - U.S.'s largest online job site

Job Applications

Help in setting up email

Before a job searcher begins to fill out a job application they will need to have a valid email address. Free email accounts are available at:

- Hotmail - Microsoft's online email
- Yahoo Mail - Yahoo's online emai
- Gmail - Google's online email

Free Tutorials for People New to Computers: Mousing, Keyboarding, Email and more

Creating personal employment fact sheet

Worksmart - Tips For Success - tips on filling out a job application
Fill in Fact Sheet to carry with you on your job search, from worksmart.ca.gov
Application Checklist (pdf) - bookmark created by Buncombe County Public Libraries

Help in filling out employment applications

Create Your Own Practice Application If the job seeker is not comfortable filling out forms using a computer it might be helpful for them to practice.

Job Application Guide This job application guide includes information on how to complete a job application, including paper applications, online applications, and employer-direct applications. You can also review job application samples, examples, and forms.

Practice Job Application from Stratford Library,Connecticut. Drop-down menus, radio buttons, blank fields.

Resumes and Cover Letters

Advice on creating resumes and cover letters

Selected Books about resumes and cover letters

Online resources:

Resume-Help

Career One Stop Resume Guide - good guidance with resume creation

The Riley Guide - help with resumes and cover letters
USA Jobs - Information Center - Official job site of the US Federal Government: includes help with resumes, interviewing, hiring trends, writing and cover letter tips.
Careerbuilder.com - free resume review
Monster.com - advice, resumes, and letters
Free Resume Test - check to see if yours stands out in a crowd
About.com - comprehensive collection of resources for cover letters, resumes, etc.

Vault - resume advice and interview questions for professionals and students pursuing careers
Resume Resource - resources for resumes, cover letters, interviews, etc.

Print Resources

Selected Books about resumes and cover letters

Top Ten Resume Writing Books http://jobs.aol.com/articles/2011/06/02/resume-rescue-ten-top-resume-writing-books/

Interviews

Job Interview Checklist - Getting ready

The "10 Biggest Minutes of Your Interview" from MSN.careerbuilder

Interview Dos and Don'ts

Telephone Interview Tips

How to Dress for an Interview

Types of Questions

Questions to Ask Potential Employers