



Help in Finding a Job

Harnett County Public Library Website – www.harnett.org/library

Select **Job Links** -- this will take you to our Job Opportunities page with links to the Employment Security Commission website, Harnett County jobs, North Carolina state jobs, and Wake County jobs

Jobs at Fort Bragg and businesses seeking government contracts as a result of the Base Realignment and Closure (BRAC): www.matchforce.org (North Carolina Military Business Center) and <http://www.bractrf.com/links/employment.php>

Joblink Career Centers – offer employment and training services that can help job seekers find a new or better job. Joblink Career Centers also serve businesses. www.nccommerce.com/en/WorkforceServices/FindInformationForIndividuals/

Online Job Search Engines

www.snagajob.com – part-time and hourly work in your local community.

www.simplyhired.com - job search made simple, searches thousands of job boards, classifieds, and company sites.

www.coolworks.com - find a seasonal job or career in some of the greatest places on Earth. Get a summer job in Yellowstone, Yosemite, or another national park. Find a summer job as a camp counselor. Ski resorts, ranches, theme parks, tour companies and more.

www.realmatch.com – RealMatch takes the job seeker's qualifications and interests and matches them with the employer's requirements.

www.usajobs.com – official jobsite of the United States Government for federal jobs.

www.indeed.com – enter a job title, key word, or company and a location and a list of current job openings is produced. You can even choose a job by income.

www.vault.com – for professionals and college graduates.

Preparing a Resume

The library has many books on preparing resumes with examples. These books are located in Aisle D, call number 650.14.

Public access computers in the library have several resume templates. Use Word, then select File -- Open -- New Document -- Templates --Resume. Highlight the information provided and type in your own information over the template. Ask a staff member if you need assistance.

Computer Help

Improve your computer skills – **Goodwill Community Foundation** has free tutorials and even online classes that will help you learn new computer skills or improve your skills. Go to www.gcflearnfree.org or select the GCF logo at the bottom of the Harnett County Library homepage.

Unemployment Assistance

File for unemployment with the Employment Security Commission:
www.ncesc.com.

Continuation of health insurance during unemployment - United States Department of Labor FAQs about COBRA continuation health coverage
http://www.dol.gov/ebsa/faqs/faq_consumer_cobra.html

Advice on severance packages from New York Life:
<http://www.newyorklife.com/cda/0,3254,11667,00.html>

Start Your Own Business

Small Business Administration of the federal government.
<http://www.sba.gov/smallbusinessplanner/index.html>

Advice from Entrepreneur magazine:
<http://www.entrepreneur.com/bizstartups/index.html>

Free Email Accounts

A necessity in today's job search.

Gmail – Google's online email www.google.com

Hotmail – Microsoft's online email www.hotmail.com

Yahoo! Mail www.yahoo.com