



CITY of CALABASAS

CALABASAS LIBRARY

PATHFINDER: JOB SEARCH - Company info, Resumes/Cover letters, the Interview

1. Reference Books & Websites

Jobs Almanac REF 331.7 ADA

All-in-one career/job search guide.

Standard & Poor's 500 Guide REF 338.7 STA Company details + names and contact info.

An online job bank such as <http://careerbuilder.com/>

Sample resumes:

<http://resume.monster.com/> (page down)

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

325 Business letters...REF 651.7 BON

Interview questions

<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>

2. Library Catalog www.cityofcalabasas.com **LIBRARY** link

Keyword: **employment, careers, resumes**

Subject: **job hunting, career changes**

3. Online databases available from the www.cityofcalabasas.com **LIBRARY** link

Infotrac is an online database with many full text articles about companies.

When the LIBRARY DATABASES page appears, click on **Databases**, then click on the **INFOTRAC** link.

At this time you may be asked for a 'password.' It is the number on the back of your library card.

Enter this number; Click **PROCEED**.



When the LIBRARY DATABASES page appears, select [General Reference Center Gold](#) 1980 – Sept 2008

- Try a specific **Company name** as a subject.
 - **Click More search options** to retrieve full text articles, to combine terms, or to search specific date ranges.

Or...When the LIBRARY DATABASES page appears, select



Search **US Business**, then try **Company** name, or **City / State** for contact info, company structure, officers, etc., using **Quick / Custom search** tabs.



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