

## Local Job and Company Information

Democrat & Chronicle Job Classified

[www.democratandchronicle.com](http://www.democratandchronicle.com)

Browse Rochester area job advertisements from the daily edition. The D&C database is also searchable via the Fairport Public Library website, click on “Research Tools.”

Rochester Business Journal

[www.rbj.net](http://www.rbj.net)

Search Rochester’s business newspaper for articles on specific companies. Fairport Public Library has a subscription to the full archive of the RBJ. Access is only available in the library.

City Newspaper

[www.rochestercitynewspaper.com](http://www.rochestercitynewspaper.com)

Articles about Rochester area companies and organizations may be found in the archives of City Newspaper.

New York State Job Exchange

[www.americasjobexchange.com/ny](http://www.americasjobexchange.com/ny)

Sign up and create a resume, apply for jobs and have job listings sent to your email account.

New York State Department of Labor

[www.labor.state.ny.us/lookingforajob.shtm](http://www.labor.state.ny.us/lookingforajob.shtm)

Search current job openings, post your resume and locate job fairs and local recruitments.

Western New York Jobs

[www.wnyjobs.com](http://www.wnyjobs.com)

Search help wanted ads and find local career training opportunities.

## Civil Service Exams

City of Rochester

[www.cityofrochester.gov](http://www.cityofrochester.gov)

Posts information on civil service openings with the City of Rochester.

Monroe County

[www.monroecounty.gov](http://www.monroecounty.gov)

Lists information about examinations for Monroe County civil service positions.

New York State

[www.cs.state.ny.us](http://www.cs.state.ny.us)

Features examination postings for civil service positions with New York State.

USAJOBS

[www.usajobs.gov](http://www.usajobs.gov)

The U.S. Government’s official site for federal employment information.

The Fairport Public Library also posts local civil service announcements in the library’s Job Information area and has circulating materials for many civil service exams.



## National Jobs

Career Builder

[www.careerbuilder.com](http://www.careerbuilder.com)

Search current job openings from newspapers across the country.

Career One Stop

[www.careeronestop.org](http://www.careeronestop.org)

The U.S. Department of Labor website of job and career information.

Indeed

[www.indeed.com](http://www.indeed.com)

A search engine for jobs, allowing job seekers to find jobs posted on thousands of company career sites and job boards.

Monster

[www.monster.com](http://www.monster.com)

Contains job listings, employment search tools, résumé help and job searching advice.

## Networking Help

August Group

[www.augustgroup.org](http://www.augustgroup.org)

Rochester’s premier networking organization whose focus is to promote business and career networking.

LinkedIn

[www.linkedin.com](http://www.linkedin.com)

Networking site where you can connect with colleagues, business contacts and post your resume.

## Researching Employers and Careers

Occupational Outlook Handbook

[www.bls.gov/OCO](http://www.bls.gov/OCO)

This is a nationally recognized resource that contains information on job descriptions, training, education, salary and projected job outlook for a vast array of careers. The print edition of this resource is available in the Job Information area of the library.

## Business and Company Resource Center

Access a wide variety of global business information, company histories and current company news. Available from FPL's website, click on "Research Tools."

## ReferenceUSA

This database includes 12 million nationwide business listings searchable by name, location, line of business, company executive and size. Remote access is available for Fairport residents. Call the library for login information.

## Volunteer for Experience

[www.uwrochester.org](http://www.uwrochester.org)

Gain some experience and perhaps get your foot in the door with an organization.

## Local Job Assistance

RochesterWorks!

[www.rochesterworks.org](http://www.rochesterworks.org)

RochesterWorks! is a federally funded organization whose mission is to promote the workforce of the Monroe County area.

## Lifespan

[www.lifespan-roch.org](http://www.lifespan-roch.org)

Lifespan's Women in Transition program offers help to women who have been out of the workforce. The Bridges to Employment Services is for those 50 years of age and older who are interested in part-time or flexible employment.

## Resumes, Cover Letters and Interviews

The library's job information collection includes books on resumes, cover letters, interviewing, networking, online job searching and more. Check the library's online catalog or stop at the Information Desk for assistance.

## Computer Access and Classes

Library Computer Classes

The Fairport Public Library offers a two part computer class (one hour each) on the basics of using the computer and how to use the Internet and search the World Wide Web. The class schedule is available at the Information Desk or online at [www.fairportlibrary.org](http://www.fairportlibrary.org) Click on "Events and Classes."

## Computers

Library computers have Internet access, Microsoft Access, Microsoft Office Excel, Powerpoint, Publisher and Word. Library card holders can use the computers for 90 minutes per day. Printing is available. Flash drives are also available to checkout.

## Wireless Access

Bring your laptop to the Fairport Public Library for free Internet Access.



## Library Hours

Monday-Thursday 9 am – 9 pm

Friday 9 am – 6 pm

Saturday 9 am – 5 pm

Sunday 2 pm – 5 pm (October through April)

# Resources For Job Seekers



[www.fairportlibrary.org](http://www.fairportlibrary.org)

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