



Niche Job Banks: Cut Your Job-Search Time in Half

Cyber-Search: Are On-Line Resources Worth the Time?

The Internet is loaded with job listings – thousands and thousands of them. Log on to Monster.com or Jobs.com and check out the Help Wanted Bulletin Boards. Most likely, you'll find lots of listings in your job category. Unfortunately, so will four billion other programmers, researchers or administrative assistants. Can you imagine the number of resumes a good posting will generate? Hundreds and hundreds. So, are on-line job sites worth your time, or are they a waste of it?

On-Line Job Sites: Size Does Matter



There are more than 4,000 job sites on-line. They come in all shapes and sizes, from Monstrous to miniscule, and in the case of your job search, you'll have greater success by finding the right job sites for your skills and career objectives.

Let's start with Jobs.com, Careerbuilder.com, Monster.com and the other employment behemoths. These mega-sites post jobs around the world and in virtually every US Department of Labor category of work. Employers love the world-wide exposure their postings receive. It's somewhat inexpensive; it produces a digital blizzard of resumes; and, it's a great place to post open listings – positions that are always open.

However, competition for the really good jobs is fierce. If you're a generalist within your profession, these gigantic sites shouldn't be your first stop in your on-line search. Conversely, if you're a nano-technology engineer with a PhD in calculus, that's a specialized field and the competition won't be as fierce since most of don't even know what a nano-technology engineer does.

In either case, it certainly doesn't hurt to sign up with these sites and post your resume. You may get a call simply because the timing is right and the stars are properly aligned.

Specialty Job Sites

These sites focus on a particular industry, skill set or other limiting criteria. For example, there are several web sites that connect recent post-graduates (MS, MA, PhD, etc.) with entry-level positions in areas such as research, academics, government.

Some sites are sponsored by professional associations – CPAs, pharmaceutical representatives, real estate agents – if you fall into a general work category like one of these, the competition for the good jobs will be less, meaning you're more likely to get noticed.

Most states have job listings posted. Some post them as part of the main site for the state, while others have separate web sites for employment listings. For an example, visit www.ctdol.state.ct.us – the Connecticut Department of Labor website. These sites are useful for finding local and regional openings, especially important to job seekers who don't want to uproot their families and move across country. Many of the listings on state job sites are for positions in state government. If you've had experience in this area, check out postings on your state's site, or the sites of states to which you'd be willing to move.

Also, you can post your resume on these government-sponsored sites, always a good idea. The viewer may be looking for someone just like you.

Company Sites

Large companies post job listings on their own sites. Many have a link off the home page labeled 'Job Opportunities' or 'Employment'. These are definitely worth adding to your favorites file during a job search. New postings come up daily.

Many large companies will even e-mail you when openings in your area of expertise are posted. This can be a real time saver. For an example, visit www.thehartford.com and click on the 'Careers' link on the home page.

Most of these sites will also take a digital (on-line) resume and keep it in their database. People have received calls months and months after posting resumes on some company sites. Hey, you never know.

A Few Words of Caution

Looking for a job can be stressful. No, it is stressful. Unfortunately, a lot of unscrupulous people know this and on-line job scams have been reported. So, here are a few tips to protect yourself, your wallet, and your personal information.

1. Never pay a site a listing fee. Potential employees (you) are the 'commodity' these sites sell. Employers should pay all fees and be glad they found you.

* * *

2. Never post personal information on an unsecured site. There are all kinds of hackers, crackers, script kiddies and other cyber-creeps who would love to know all about you. Post your resume on secure sites but never list critical information like

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

your social security or driver's license number. Anytime your resume will be viewable by the general public, provide an e-mail address only on your resume.

* * *

3. Remove your posted, on-line resumes from job sites once you've found a job. Again, you already have enough personal information floating through the Ethernet without adding to it.

Using on-line job sites offers the opportunity to discover the perfect job that you would never have found using conventional means. It's convenient, employers love them for all sorts of reasons and they work when used to your best advantage. They are worth the time. Just think of it as one more dimension of your larger job search – another open door to your next position.

Tips for a Safe Online Job-Search

Be leery of **submission invitations.** Scammers and spammers follow the same patterns. Mass emails are sent to an enormous list of recipients. Not everyone on the "hit list" is searching for a new job; however, only a small number of people need to be convinced, or tricked into believing, the email is authentic in order for the scam to be deemed successful. Receiving an email from a recruiter who states, "We saw your resume on the Internet, and we find your skill set to be perfect for one of our clients. Please complete our online application through the below link." Ask yourself a series of questions: Did you send your resume to this recruiter? Visit the company's website (type the web address into your browser, avoid clicking the link in the email); upon further examination are they reputable? How did they hear about you? Call the company if necessary. Always proceed with caution when you receive a cold-contact email from someone.

Avoid responding to requests for personal information, such as a social security or credit card number.

Let's say you receive an email from what appears to be a well-known job bank. The email states that your account needs your contact and payment information to be updated in order for service renewal. You click on the link and you're taken to a page that looks, feels, and "smells" right. You proceed by submitting the requested information. The link appeared safe, but you were taken to a site designed to defraud you. Reputable companies will rarely ask for personal information via email so examine every incoming email for validity.

When using any online service, ensure your information is encrypted upon hitting submit.

Encryption, in short, ensures the private information you submit online is kept safe. When at your browser, you can recognize an encrypted form when the root URL starts with "https:" instead of "http:" or seeing the padlock present in the bottom right corner of your screen. Purchasing from companies having added security measures in place can ensure your private information avoids the hands of ill-willed people. Learn more about encryption by reading Jeff Tyson's article titled, "How Encryption Works," at howstuffworks.com.

Read and understand the privacy policy of sites you patron. The Better Business Bureau possesses a strict policy for members who do business online. A privacy statement must be displayed on the company's website, no exceptions. High business practices are a necessity for maintaining the trust of online buyers; and the BBB understands the critical importance of trust among consumers. A privacy statement outlines what type of customer information is collected and how it's used. Alliances and partnerships, for example, arrange for Company A to sell or pass on client information to Company B. The information transferred or sold could be basic, like name and email address, or far more in-depth like name, address, social security number, and phone number. No matter how basic or detailed the information, the company must have the logistics spelled out in their privacy policy.

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

Tell! Reports show an estimated 80% of online fraud goes unreported. If the proper authorities aren't aware of the magnitude of fraud that actually exists on the Internet, then getting the much-needed funds to battle the problem will take more time. The Internet Fraud Complaint Center (ifccfbi.gov) has an online complaint feature for individuals to report phishing attacks. The IFCC report process requires basic information, including information on the perpetrator and type of fraud.

In addition to filing a complaint, forward the fraudulent email to the legitimate company. Phishing is smearing the good names of countless companies, and notifying the company about the scam can also help the fight. Companies being brought onboard will ensure well-rounded efforts to this epidemic.

Avoid giving your information out freely. Whether you're at the end of a phishing attack or the job application requires more information than you're willing to provide, proceed with caution. Much like you'll analyze job opportunities; intensely examine each person who receives your personal information. With safe online practices, you'll get the best return from your job-search efforts — instead of spending hours filing a police report and calling credit bureaus and credit card companies.

General Job Banks

- [Hire Ability](#)
- [Monster](#)
- [CareerBuilder](#)
- [HotResumes](#)
- [Job.com](#)
- [Hire Diversity](#)
- [Employment Partner](#)
- [Career Shop](#)
- [Job Central](#)
- [Recruiters Online](#)
- [4Jobs](#)
- [MyCareerSpace](#)
- [Net Temps](#)
- [Pro Hire](#)
- [Career Web](#)
- [Career Magazine](#)
- [BlueCollarJobs](#)
- [CareerMatrix](#) (Michigan only)
- [Job Sniper](#)
- [Snag A Job](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- [JobSmack](#)
- [Go Jobs](#)
- [Better Salary](#)
- [Best Jobs USA](#)
- [Fresh Jobs](#)
- [Brain Hunter](#)
- [Preferred Jobs](#)
- [BigDogJobs](#)
- [Americas Job Bank](#)
- [Resume—Search](#)
- [Employment911](#)
- [Job Ads USA](#)
- [Career Mouse](#)
- [Job Front](#)
- [The Recruiter Network](#)

Technical Job Banks

- [AdeccoTechnical](#)
- [ComputerJobs](#)
- [ComputerJobsFinder](#)
- [ComputerWork](#)
- [DevBISTRO](#)
- [Dice](#)
- [FindTechJobs](#)
- [GobsOfJobs](#)
- [ITCareers](#)
- [ITClassifieds](#)
- [ITJobs](#)
- [ITJobs.net](#)
- [JustTechJobs](#)
- [LookTech](#)
- [NerdsWanted](#)
- [NTES](#)
- [TechCentric](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- [TechEmployment](#)
- [Tech-Engine](#)
- [TechJobsOnline](#)
- [ThinkJobs](#)
- [Egrannie](#)

SPECIALTY JOB BANKS

- [TelecomCareers](#)
- [PRGJobs](#)

ACCOUNTING JOB BANKS

- [AccountingClassifieds](#)
- [Accounting.com](#)
- [Bookkeeping Jobs](#)
- [AccountingJobSite](#)
- [BankingBoard](#)
- [BankJobs](#)
- [CareerBank](#)
- [JobsInTheMoney](#)
- [IhireAccounting](#)
- [FJN](#)
- [AccountingProfessional](#)
- [AccountingBoard](#)
- [AccountingPrincipals](#)
- [FinancialJobs](#)
- [IFSJobs](#)
- [Banking-Finance Jobs](#)

INVESTMENT JOB BANKS

- [SecuritiesJobSites](#)
- [Efinancial_Careers](#)
- [BankJobs](#)
- [IFSJobs](#)
- [Banking-Finance Jobs](#)
- [BrokerHunter](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

NON-PROFITS

- [Deep Sweep](#)
- [NonProfitJobs.org](#)
- [NonProfitOyster](#)
- [NonProfitStaffing](#)
- [NPTimes](#)
- [OpportunityKnocks.org](#)
- [Philanthropy](#) (search agent)
- [ExecSearches/Nonprofit-jobs.org](#)
- [CareerHQ.org/ASAECenter](#)
- [Work4AqoodCause](#)

HOSPITALITY

- [Hcareers](#)
- [HospitalityCareerNetwork](#)
- [HospitalityJobsOnline](#)
- [HospitalityLink](#)
- [HospitalityResourceNetwork](#)
- [HotelJobsNetwork](#)
- [HotelJobResource](#)
- [HotelsCareers](#)
- [IHireHospitality](#)

RESTAURANT

- [RestaurantRecruit](#)

GOLF

- [USAGolfJobs](#)
- [GolfSurfin](#)
- [Golfing Careers](#)
- [GolfCourseCareers](#)
- [ClubJobs](#)

SPORTS

- [SportsJobWire](#)
- [SportsCareers](#)
- [JobsinSports.com](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- AllStarJobs.com

- GymJob.com

MEDICAL

- [4Jobs \(Healthcare\)](#)

- [HealthCareMatch](#)

- [HealthJobSite](#)

- [HireMed](#) (recheck website & link)

- [HospitalJobsOnline](#)

- [MedHunters](#)

- [Med-Smart](#)

- [Medzilla](#)

- [Nursing-Jobs](#)

- [RNWanted](#)

- [Medical Personnel](#)

- [PracticeLink](#)

ENGINEERING

- [ThinkJobs](#)

- [Engineer Jobs](#)

- [Aerospace Jobs](#)

- [Aztech Inc.](#)

- [Aviation Today](#)

- [Defense-Aerospace.com](#)

- [AIP](#)

- [Engineering Degree Hunter](#)

- [Engineering Central](#)

- [AWWA Job and Posting Service](#)

- [True Careers](#)

- [Nation Job](#)

- [Career Web](#)

HUMAN RESOURCES

- [HRNext](#)

- [HR Hub](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- [HR Job Net](#)
- [IhireHR](#)
- [Jobs4HR](#)
- [SHRM.org](#)
- [WorkforceHRJobs](#)
- [HRI](#)
- [Human Resources Online](#)
- [Human Resources International](#)
- [Job Square](#)

NEW GRADUATES

- [CollegeGrad](#)
- [CollegeRecruiter](#)
- [JobDoggy](#)
- [AfterCollege](#)

MILITARY

- [HelmetsToHardhats](#)
- [MilitaryResumes](#)
- [Blue to Gray](#)
- [ClearanceJobs](#)
- [US Military](#)
- [AVUECentral](#)

EXECUTIVE

- [Heidrick & Struggles](#)
- [ExecSearches.com](#)
- [Chief Monster](#)
- [Career Journal](#)
- [RJ Watkins](#)
- [CareerJournal](#)
- [6FigureJobs](#)
- [HundredK](#)
- [Compass Group](#)
- [Slayton International](#)
- [Battalia](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- [Boyden](#)
- DHR International (email) resumes@dhrinternational.com
- [Korn/Ferry](#)
- [Executive Openings](#)
- [RON](#)
- [MRI Network](#)
- [MBA Careers](#)
- [Biz Journals](#)
- [Net Temps](#)
- [Zoom Jobs](#)
- [MBA Careers](#)

SALES

- [BizJobs](#)
- [Jobs4Sales](#)
- [Marketing Jobs](#)
- [PowerSalesJobs](#)
- [Salesengineer.com](#)
- [SalesHeads](#)
- [SalesJobs](#)
- [SalesTrax](#)
- [Top-Sales-Jobs](#)
- [MarketingPower](#)
- [AcareerInSales](#)
- [Tiger Jobs](#)
- [SalesClassifieds](#)
- [SalesAnimals](#)
- [SalesCareersOnline](#)

MARKETING/PR

- [MarketingJobs](#)
- [MarketingPower](#)
- [BizJobs \(Marketing/Sales\)](#)
- [WorkinPR \(Marketing/PR\)](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- [Odwyer/PR](#)
- [PRWeekJobs](#)
- [TalentZoo](#)
- [TotalJobs \(Marketing\)](#)
- [Closers.net \(Finance/Insurance Jobseekers\)](#)
- [SalesVacancies \(Overseas Jobseekers\)](#)
- [TalentZoo \(advertising\)](#)

PHARMACEUTICAL/MEDICAL

- [HireRX](#)
- [MedicalWorkers \(includes pharma sales\)](#)
- [Medzilla](#)
- [OneScience](#)
- [PharmaceuticalJob](#)
- [PharmaOpportunities](#)
- [PowerSalesJobs](#)
- [RXCareer Center](#)
- [SalesTrax](#)
- [Pharmaceutical Online](#)
- [MSAjobs.com \(Medical Sales Associates\)](#) cb3@msajobs.com

FLORIDA

- [Employ Florida](#)
- [AllFloridaJobs](#)
- [FloridaCareerLink](#)
- [FloridaCareers](#)
- [FloridaJobs](#)
- [BestJobsFlorida](#)
- [TampaBayWired](#)
- [TeachInFlorida](#)

GEORGIA/ATLANTA

- [JobNewsAtlanta](#)
- [MetroAtlantaJobs](#)
- [GeorgiaCareers](#)
- [Atlanta Preferred Jobs](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- [Atlanta Jobs Post](#)
- [Atlanta Recruiter](#)
- [Atlanta Employment Guide](#)

CANADIAN

- [CanJobs.com](#)
- [ActiJob](#)
- [Careerclick.com](#)
- [HelpWanted.net](#)

CONSTRUCTION

- [Construction Job Store](#)
- [HotJobs](#)
- [Monster.com](#)
- [iHireConstruction.com](#)
- [Construction Jobs.com](#)

CRIMINAL JUSTICE/LAW ENFORCEMENT

- [Corrections.com](#)
- [Career Span](#)
- [LawInfo](#)

DALLAS

- Burnett Personnel mb@choicestaffing.com
- [DFWEmployment.com](#)
- [Dallas Preferred Jobs](#)
- [TexasJobs.com](#)
- [Texas Jobs Online](#)

COLORADO

- [ColoradoCareers.com](#)
- [Denver's Preferred Jobs](#)
- [ColoradoJobStore.com](#)

EDITORIAL

- [Journalism Jobs](#)
- [Best Jobs](#)
- [Career Mag](#)
- [Jobs.net](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- [American Journalism Review](#)
- [News Jobs](#)
- [Magazine Publishers of America](#)

EDUCATION

- [HigherEdJobs.com](#)
- [Net-Temps](#)
- [Wall Street Journal](#)
- [Americas Job Bank](#)
- [Media Jobs](#)
- [Media Recruiter](#) (job searcher only)
- [TV Jobs](#) (one month only)
- [Entertainment Jobs](#)
- [Showbiz Jobs](#)
- [4 Entertainment Jobs](#)
- [Crew Net](#)
- [Variety Careers](#)

FASHION/MERCHANDISING

- [Fashion Career Center](#)
- [Jobs In Fashion](#)
- The Retail Network (email) retail@retailnetwork.com
- [US Job Board](#)
- [AllRetailJobs.com](#)

GOVERNMENT

- [America's Job Bank](#)
- [Federal Jobs Digest](#)
- [Government Jobs](#)
- [US Jobs](#)
- [USJobBoard.com](#)
- [Career Site](#)
- [HotResumes.com](#)

GRAPHIC DESIGN

- [Graphic Designer Jobs](#)
- [Jobvertise](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- [Job Access](#)
- [24 Seven Online](#)
- [Creative Central](#)
- [Folio Personnel](#)
- Altrec (email) jobs@altrec.com

HIGH TECH

- [Tech Jobs Online](#)
- [Software Job Link](#)
- [Operation IT](#)
- [Job4You](#)

HOSPITALITY

- [FoodService.com](#)
- [Restaurant Managers](#)
- [Star Chefs Culinary Job Finder](#)
- [Food Management Search](#)
- [HospitalityCareerNet.com](#)

INSURANCE

- [IHireInsurance.com](#)
- [FinanceMonster.com](#)
- [GreatInsuranceJobs.com](#)
- [UltimateInsuranceJobs.com](#)

LEGAL

- [Hireos Gamas Legal Employment](#)
- [LawInfo.com](#)
- [LawMatch](#)
- [LegalMonster.com](#)
- [1Hire Legal.com](#)

LIBRARIAN/INFO SPECIALIST

- [Jobs for Information Professionals](#)
- [Hotjobs](#)
- [SLA](#)
- [Smart Jobs](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

- John Keister – Recruiters JK@JohnKeister.com
- [Society of Information Professionals](#)
- [Association of Educational Communications & Technology](#)
- [Research Jobs and Career Research](#)

TRANSPORTATION/DISTRIBUTION

- [NationJob.com](#)
- [JobsinLogistics](#)
- [TransportationJobStore](#)
- [LogiPros](#)
- [TrueCareers.com](#)

MBA

- [MBA Degree Hunter](#)
- [MBA Careers](#)
- [CareerBank](#)

MEDIA/INTERNET

- [TelecomWeb](#)
- [NationJob](#)
- [Media Jobs](#)
- [Aquent](#)
- [Media Recruiter](#)
- [Media Line](#)

MORTGAGE

- [Bloomberg](#)
- [Investment Banking Jobs](#)
- [Mortgage Mag](#)
- [National Banking & Financial Services Network](#)
- [Financial Job Network](#)

NEW JERSEY

- [NJHire](#)
- [Tristate Jobs](#)
- [America's Job Bank](#)
- [CareerLocal.Net](#)

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

PENNSYLVANIA

- PennsylvaniaJobs.Com
- PennsylvaniaJobStore.com
- [The Philadelphia Inquirer & Philadelphia Daily News](http://The.Philadelphia.Inquirer.&.Philadelphia.Daily.News)

PROJECT MANAGEMENT

- [Project Management Jobs](http://Project.Management.Jobs)
- Primavera
- [Hire Ability](http://Hire.Ability)
- [9NY Times](http://9NY.Times)

REAL ESTATE

- [3Real Jobs](http://3Real.Jobs)
- [iHire Real Estate](http://iHire.Real.Estate)
- [Investment Banking Jobs](http://Investment.Banking.Jobs)
- [NBN Jobs](http://NBN.Jobs)

SECURITY

- [Lucas Careers](http://Lucas.Careers)
- iHireSecurity
- MyTrueCareers.com
- USJobBoard.com
- SCIP