

Technology Resources for Job Searching

Most job applications are posted online. To fill out online applications, basic computer literacy is crucial. Below are some key tools and resources that will assist you and your student for navigating the job search process.

1) Basic Information Needed to Fill out a Job Application:

Have your student maintain this information with any changes or updates. Electronic resume format is most helpful.

- Mailing Address
- Phone Number
- Email Address (this will be important to have for accessing online job applications.)
- Education:
 - Educational Institution – list dates attended (MM/YYYY – MM/YYYY)
 - Degrees/Certificates/Training Obtained
 - Any Honors/Awards
- Experience:
 - List work history, beginning with most recent
 - Include: Position Title, Company Name, Key Duties, Dates Employed (MM/YYYY – MM/YYYY)
- Relevant Skills:
 - Such as computer skills, skilled labor experience, etc.
- References if available

Click [here](#) to view a website with sample resume formats.

2) Job Search Engines:

There are many websites that post job openings. These sites allow you to search by location, job area/title, salary/wage, etc. Here are a few popular websites:

- [CareerBuilder.com](#)
- [Indeed.com](#)
- [Monster.com](#)
- [oshr.nc.gov/jobs](#) (State of NC job listings)
- [Simplyhired.com](#)
- [USAJobs.gov](#) (Federal government's official job list)

3) Job Search Resources:

- [JobLink](#) at Blue Ridge Community College campus (below BRLC): provides job seeking and career planning resources
- Times-News Daily Paper: employment listings in Classifieds section
- [Goodwill Career Connections](#): offers personalized job search services for free. Prep for job interviews and resume writing assistance.

- [Occupational Outlook Handbook](#), US Department of Labor: guide to career information about hundreds of occupations, including median pay, projected number of new jobs, growth rate, etc.
- [Glassdoor.com](#): website allows you to search for jobs and review company salaries, company reviews, and sample interview questions from companies.
- [CFNC.org](#): this website can assist your student with free services such as resume building, cover letter creation, job interview practice, and writing a thank you letter.