

## Online Resume Resources, Interview Skills & Prep, Career Exploration

### [allaboutcareers.com](http://allaboutcareers.com)

- Career resource geared toward the job market for students, graduates and school leavers.

### [bls.gov/ooh/](http://bls.gov/ooh/)

- U.S. Bureau of Labor Statistics
- Occupational Outlook Handbook

### [careers.org](http://careers.org)

- Offers resources for job search and career advice, insights on jobs, careers, entrepreneurial opportunities and online degrees and training. Find in-depth profiles on hundreds of occupations, industries and academic programs.

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

- Explore careers, job search, self-assessments, salary search, job search, interview help and much more. The website is sponsored by the U.S. Department of Labor

### [learnhowtobecome.org](http://learnhowtobecome.org)

- Help for individuals in finding the best career, from the new graduate trying to land their first job to the seasoned professional. Support with content on how to write the perfect resume, nail the interview, and more.

Career Confidence FREE Webinars

### [meetup.com/mbc-cnm](http://meetup.com/mbc-cnm)

- Career Network Ministry FREE Virtual Tuesday Evening Online events. Don't job search alone!

### [ncda.org](http://ncda.org) (National Career Development Association)

- Provides professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals.

### [onetonline.org](http://onetonline.org) & [mynextmove.org](http://mynextmove.org)

- Offers summary reports for career and occupational information, salary search, education and skills needed. Also, Career Interest Profiler (career assessment) is available.

### [owl.english.purdue.edu](http://owl.english.purdue.edu)

- Purdue Writing Lab - Click on Purdue Owl, then select "Job Search Writing" for job search letters and resumes

### [vawizard.org](http://vawizard.org)

- Click on "Prepping for the Workforce?"
- Choice of options on the menu for resume tips, interview guidelines, skill building, 30 Second Commercial, using social media for job search etc. are: *Prepare, Practice, Network, Discover*

## **Free Online Microsoft Tutorials plus More**

### **[alison.com](#)**

- Free online Software Tools courses designed to help you become more efficient in the workplace. The training classes will teach you everything you need to know about creating worksheets, documents, PowerPoints, and more.

### **[edx.org](#)**

- Open edX is the open-source platform that powers edX courses and is freely available.

### **[edx.org/learn/esl-english-as-a-second-language](#)**

- Take ESL courses to prepare for the TOEFL and IELTS language tests. Learn English vocabulary, writing and conversation to prepare for these important English proficiency tests with online classes.

### **[freecodecamp.org](#)**

- Learn to code.

### **[gcflearnfree.org](#)**

- Learn and develop the skills needed to advance in work and life. A plethora of topics from basic computer skills to career planning, job search, resume writing, interview skills and more.

### **[grow.google/programs/it-support](#)**

- The Grow with Google Partner Program provides free resources that community organizations can use to teach digital skills that can help people grow their careers and businesses.

### **[linkedin.com/learning](#) or [lynda.com](#)**

- Free courses for those who have a LinkedIn Premium account or a Loudoun County Public Library card. First month free trial period, if not.

### **[support.office.com](#)**

- Free tutorials on Microsoft Office software.

### **[usalearns.org/free-online-english-courses](#)**

- Free tutorials on Microsoft Office software.

## **YouTube Videos**

<https://www.youtube.com/watch?v=3iwCzT2P7vw> – Resume Writing

<https://www.youtube.com/watch?v=URs2vLAPNT0> – Interview Questions

<https://www.youtube.com/watch?v=PCWVi5pAa30> – Body Language during an Interview

## **LWRC Website Resources**

### **[Workshops and Career Development](#)**

- So You Think You Can Interview? – PowerPoint
- Successful Phone Interviewing – PowerPoint
- Tough Interview Questions - Handout
- Changing Careers – PowerPoint
- Coping with Unemployment – PowerPoint
- Your Job Search Handbook

# REMOTE JOB WEBSITES

Remote Job Websites	Website Description
<a href="#">CareerOneStop</a>	Search engine for remote jobs
<a href="#">Work At Home Vintage Experts</a>	Focus on over 55 job seekers looking for remote work
<a href="#">We Work Remotely</a>	Search engine for remote jobs
<a href="#">Dynamite Jobs</a>	Search engine for remote jobs
<a href="#">Jobspresso</a>	Search engine for remote jobs
<a href="#">Skip The Drive</a>	Search engine for remote jobs
<a href="#">Crossover</a>	Search engine for remote jobs
<a href="#">3PlayMedia</a>	Remote transcription work
<a href="#">Activus Connect</a>	Virtual customer service jobs
<a href="#">Ver-A-Fast</a>	Virtual customer service jobs
<a href="#">BroadPath</a>	Virtual healthcare customer service jobs
<a href="#">TTEC</a>	Search engine for remote jobs
<a href="#">AKIMA</a>	Search engine for remote jobs
<a href="#">WORXBEE</a>	Remote work for experienced administrative professionals

To avoid scam remote job positions, visit the Better Business Bureau's [Scam Tracker](#). In addition, the [Better Business Bureau \(BBB\)](#) verifies and grades businesses due on customer feedback, reviews and complaints. If an employer has a favorable rating on the BBB site, it should be a business you can trust to be legitimate.

Ultimately, use your common sense, if the remote job seems too good to be true, then it probably is.

Always be sure to follow up with any employer you find on these websites to be sure they are remote.