



Resources for Jobs and Training for Jobs

Compiled by
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Files for You

The Dorcas Ministries Training Center has Microsoft Word files and PDF files that can be used as templates for **resumes** and **application letters**. There also are handouts for workshops offered at the training center.

<http://dorcAS-cary.org/services/job-training-center/>

Looking for Available Jobs

Job openings listed by North Carolina Division of Employment Security.

<http://www.ncesc1.com/individual/jobsearch/jobsearchmain.asp>

Indeed. This website accesses jobs through the North Carolina Division of Employment Security.

<http://www.indeed.com/q-Employment-Security-Commission-1-North-Carolina-jobs.html>

NOTE: The following are sponsored or commercial websites.

<http://ww2.joblinkcc.com>

<http://www.monster.com>

<http://www.snagajob.com>

Looking for Available Jobs for Teenagers

<http://www.snagajob.com/c/teen-jobs/>

Selected Temporary Agencies

SELECT STAFFING. Morrisville office: 9825-D Chapel Hill Road, Morrisville NC 27560; 919-388-0633.

<http://www.selectstaffing.com/SelectStaffing/main.cfm?nlv11=1>

MANPOWER. The international corporation has two offices in the Triangle:

- Raleigh-Durham: 430 Davis Drive, Durham; 855-591-7454
- Apex: 5800 Technology Drive; 919-387-5180

<http://www.manpower.us/en/Job-Seekers.htm>

Getting Ready for Jobs: Continuing Education

Jobs for Life is a global organization that helps organizations address the impact of joblessness through the dignity of work. Dorcas Ministries offers sessions two times a year. This is the Dorcas Ministries Jobs for Life web page:

<http://dorcascary.org/services/job-training-center/>

This is the *general* website for Jobs for Life:

<http://www.jobsforlife.org>

Wake Tech: Grow a New Career

<http://m.waketech.edu/sites/default/files/non-credit/CECourseDigestBrochurewithLinks.pdf>

Getting Ready for Jobs: Resumes, Cover Letters, and more

Career Services Center, University of North Carolina at Greensboro: DIY Page. Non-UNCG people are welcome to use this CSC Bookshelf. Includes *Tips for job seekers* videos and numerous articles.

<http://csc.uncg.edu/diycareer/>

Creating cover letters.

http://resume.monster.com/coverletter/home.aspx?re=nv_gh_gn11378_%2F

“List of Action Verbs for Resumes & Professional Profiles.” From Wake Forest University.

<http://career.opcd.wfu.edu/files/2011/05/Action-verbs-for-Resumes.pdf>

Resume Skills List: Examples of skills for resumes, cover letters, and interviews.

<http://jobsearch.about.com/od/list/fl/list-of-skills-resume.htm>

Manpower, Inc. Career Resources. Webinars, PowerPoint presentations, articles.

<http://www.manpower.us/en/Job-Seekers/Career-Resources.htm>

Cutting Your Resume to One Page.

<https://www.themuse.com/advice/6-pro-tips-for-cutting-your-resume-down-to-one-page>

Drew Roark is a certified resume writer and charges for his services. His web page has several sample resumes and advice on resumes.

<http://www.drewroarkcprw.com/resume-samples/>

Getting Ready for Jobs: Computer Programming and Coding

The site offers online courses in a wide of variety of programming languages and computer operating systems. For example: iOS (iPhone and iPad), JavaScript, HTML.

<https://www.codeschool.com>

Getting Ready for Jobs: Computer Skills

The Goodwill Community Foundation has free online classes in technology (Microsoft Office), “Work and Career,” and “Everyday Life.”

<http://www.gcflearnfree.org>

YouTube. Search for “Microsoft Word for Beginners” and you will see videos. Two examples:

- Word 2013 for Beginners Part 1: An Introduction to Using Word 2013.
https://www.youtube.com/watch?v=b7YOR0dmS1c&list=PLzj7TwUeMQ3jkkDD_N-nRHQtp9oX7Smam
- Word 2013 Tutorial: A Comprehensive Guide to Word
<https://www.youtube.com/watch?v=ULzckRZ8JtE>

Microsoft Office (including MS Word, Excel, and PowerPoint) has an online training page with links to training for its products.

This blog, written by Eric Ligman, has an extensive resource list for Microsoft Office training.

<https://blogs.msdn.microsoft.com/mssmallbiz/2013/09/17/free-microsoft-office-training-resources-and-more-how-to-get-them/>

Getting Ready for Jobs: Keyboard Training

Linda compiled the websites in this section.

For Beginners

These pages are designed for people who have little or no experience with typing or the keyboard.

www.typingweb.com

Starts with home row; you can progress at your own pace.

www.gcflearnfree.org

A colorful, guided tutorial.

www.typingstudy.com

Beginner typing tutorial with typing hints

www.sense-lang.org/typing/tutor/lessons.php

Colorful, Multilanguage, easy to follow.

www.typingtutor-online.com

Beginner tutorial starts with home keys, etc.

www.typing-lessons.org

For Intermediate Typists

For people who know the keyboard, but need more practice, or want to increase speed.

www.Speedtypingonline.com

Cute, short typing tests to help you improve your speed and accuracy. This site has colorful practice sessions with words or paragraphs.

www.gcflearnfree.org

Typing Games

Once you are comfortable with the keyboard, try some of these fun games!

www.typingtest.com/games

The Keytower game is hilarious – similar to Angry Birds. The Keyboard Climber is cute and easy.

www.funtotype.com

Advanced Typing Websites

For you crazy-fast typists; test your skills with competitive games.

www.10fastfingers.com

www.freetypinggamer.net

www.rapidtyping.com

www.nitrotype.com

www.typingtutor.org/speedtest

Keyboarding Games for Children

www.learninggamesforkids.com/keyboarding_games/keyboarding_games_typing_speed_test

<http://www.learninggamesforkids.com>

www.edtechideas.com/keyboarding-sites-for-kids