



**Office of Congressman Chris Van Hollen
Maryland's 8th Congressional District**

**Resource Guide for Job
Seekers**

Federal Resources

Official Job Site of the United States Government

www.usajobs.gov

1-478-757-3000

This database of federal jobs is updated daily with information on applying for federal jobs and drafting an online resume.

U.S. Department of Labor Resources

The United States Department of Labor has services, websites, and help lines for job seekers.

CareerOneStop

www.careeronestop.org

Helps individuals explore career opportunities to make informed employment and education choices.

Features user-friendly occupation and industry information, salary data, career videos, education resources, career exploration assistance and other resources.

mySkills myFuture

www.myskillsmyfuture.org

Helps laid-off workers and other career changers find new occupations to explore, based on transferable skills they have acquired in past jobs.

My Next Move

www.mynextmove.org

Provides guidance in choosing a career path and a questionnaire to help people decide which careers would best suit them.

Worker ReEmployment

www.careeronestop.org/reemployment

Provides employment, training, and financial assistance for laid-off workers. Includes resources for obtaining immediate help with unemployment insurance, healthcare and other financial needs. Includes tips on conducting job searches and drafting resumes, as well as changing careers, understanding transferable skills, and upgrading skills through education and training.

Green Careers

www.careeronestop.org/GreenCareers

Includes details on green jobs, skills and training. Identifies local training programs for green jobs and research on the fastest-growing green careers.

Education + Training

www.careeronestop.org/EducationTraining

Offers resources on many varieties of workforce credentials, including certificate programs, certifications, occupational licenses, academic degrees and apprenticeships. Easy-to-use locator tools allow users to find programs in their local area.

America's Service Locator

www.servicelocator.org

Connects individuals to employment and training opportunities available at local One-Stop Career Centers. Provides contact information for a range of local work-related services, including unemployment benefits, career development, educational opportunities and libraries.

O*NET OnLine (Occupational Information Network)

www.onetonline.org

Serves as the nation's primary source of occupational skills and competency information and provides comprehensive information on key attributes and characteristics of workers and occupations.

Workforce³ One

www.workforce3one.org

Helps workforce leaders and frontline staff meet the employment and training needs of their communities. Allows users to share best practices, access virtual training tools and resources, and join online communities to connect to experts and peers.

Centers for Medicare and Medicaid Services Toll-Free Help Line

(1-877) 872-5627

(TTY): (1-877) 889-5627

Provides information on career services for workers and employers, laid-off worker assistance and the location of One-Stop Career Centers.

Job Seeking

www.doleta.gov/jobseekers

1-877-US2-2JOBS

Provides job listings and information on the job search process, including identifying new opportunities, training to acquire new skills, starting a new job and long-term career planning.

Job Loss

www.doleta.gov/jobseekers/deal_jobloss.cfm

Offers resources for workers who have lost their jobs, including information on unemployment insurance, worker rights and employer responsibilities after a mass layoff.

America's Job Bank

www.jobbankinfo.org

Offers a comprehensive national job search database and assistance in posting your resume at 1-800-833-3000.

STATE OF MARYLAND RESOURCES

Maryland Workforce Exchange

www.mwejobs.maryland.gov

Aggregates job search websites, employer websites and job postings in Maryland. Allows one to register, create resumes and letters, complete individual interest and skills assessments, and identify and apply for jobs.

Maryland Department of Budget and Management

www.dbm.maryland.gov

Links to the employment websites of Maryland agencies and acts as a general search engine for jobs with the State of Maryland.

State of Maryland Job Website

www.dbm.maryland.gov/jobseekers/Pages/JobSearch.aspx

Contains information regarding current job openings with the State Personnel Management System covering all job categories and targeted recruitments. Includes information on internships.

Maryland Job Line

1-800-705-3493

410-949-0020

Interactive voice response system containing a database of Maryland jobs.

Maryland Department of Labor, Licensing and Regulation

www.dllr.state.md.us

Provides information on job hunting in Maryland, including interview tips, sample interview questions, interview attire, and sample resumes.

Division of Unemployment Insurance

www.dllr.state.md.us/employment/unemployment.shtml

301-313-8000

Provides benefits to persons who are unemployed through no fault of their own, are ready, willing and able to work, and are actively seeking work.

MONTGOMERY COUNTY RESOURCES

Montgomery County Office of Human Resources

www.montgomerycountymd.gov/content/ohr/index.asp

240-777-5000

240-777-5126 (TTY/TDD – Hearing Impaired)

Contains information about career services and other resources offered by Montgomery County. Sign up for weekly JOB CLUB Memos that list resources and county employment opportunities by sending your name and e-mail address to joe.heiney-gonzalez@montgomerycountymd.gov.

MontgomeryWorks

www.montgomeryworks.com/findajob.asp

Offers numerous services for job seekers of all ages, including a dislocated worker program, employment counseling, senior citizen opportunities, veteran programs, and many other training and workforce programs. For personal assistance, workshops, individual appointments, and career advice, contact MontgomeryWorks by email at info@montgomeryworks.com or at its two locations:

11002 Veirs Mill Road, 1st Floor
Wheaton, MD 20902
301-946-1806
301-962-4083 (TTY)
Monday & Wednesday: 8:30 – 5:00
Tuesday & Thursday: 8:30 – 6:00
Friday: 8:30 – 3:00

2900 Middlebrook Road
Germantown, MD 20874
240-777-2050
Monday – Thursday: 8:30 – 5:00
Friday: 8:30 – 3:00

Montgomery County Public Schools Office of Human Resources

www.montgomeryschoolsmd.org/departments/personnel

Provides links to information about vacant teaching, administrative, and support staff positions, salaries, certification information, university partnerships for teaching careers, and other staff contacts.

Montgomery County Commission for Women Counseling & Career Center

www.montgomerycountymd.gov/cfw

Provides a broad array of programs and services designed to meet the needs and interests of women in our community. Short-term career counseling, vocational assessments, and training seminars are available

CARROLL COUNTY RESOURCES

Carroll Works

www.carrollworks.org

Provides job seekers with job information through Carroll County's Business & Employment Resource Center ("BERC"). Resume writing, training, veterans' program, and career counseling are offered. Walk-in orientations are held Monday through Thursday from 8:00 a.m. to 3:00 p.m. and Friday from 8:00 a.m. to 1:00 p.m. at the following location:

Carroll County Business & Employment Resource Center
224 N. Center Street
Westminster, MD 21157
410-386-2820

Carroll County Times

www.jobs.carrollcountytimes.com

Lists employment opportunities online with an option to register an employment profile where you can post your resume and view job matches based on your skills and preference.

FREDERICK COUNTY RESOURCES

Frederick County Workforce Services

www.frederickworks.com

Offers links to jobs, calendar of classes, employment events and orientations to its services. Veterans' services and training are available.

Frederick County Workforce Services
5340 Spectrum Drive, Suite A
Frederick, MD 21703
301-600-2906

Frederick News Post

www.fredericknewspost.com

Click on "Classified" and then "Employment" for advertisements for jobs and links directly to employers.

VETERANS' RESOURCES

Official Job Site of the United States Government for Veterans

www.fedshirevets.gov

Provides information, useful training and other resources for the recruitment and employment of veterans.

VetJobs

www.vetjobs.com

Provides tools/references, information and research, publishes an e-newsletter and posts a nationwide list of military-related career fairs. Hosted by the Veterans of Foreign Wars of the United States.

VETcentral

www.vetjobcentral.com/OS/jobs.aspx?OS=53208

Provides daily updates with job listings and application instructions.

SENIOR EMPLOYMENT

Jewish Council for the Aging

www.accessjca.org Click on "Programs," then "Land a Job"

301-255-4200

Provides on-the-job training for low-income, older adults in Montgomery County.

ADDITIONAL RESOURCES

The Washington Post

www.washingtonpost.com/wl/jobs/home

Provides listings of thousands of jobs nationwide and in the metropolitan Washington region, updated daily. Users can search by employer, job category, location, level of education required, full or part-time, etc.

Portal to Maryland

www.portaltomaryland.com/jobs.htm

Search by county or city for job opportunities in your area.

Monster

www.monster.com

Search for job listings nationally and locally, apply online, post resumes and have job listings emailed directly.

Career Builder

www.careerbuilder.com

Search for job openings nationally and locally by category and location, post resumes, and review tips on job hunting.

Indeed

www.indeed.com

Search company career sites and job postings for available employment opportunities across the United States and internationally.

Career Fairs

www.careerfairs.com

Lists job fairs by date, category and location and post your resume online.

The College Board

www.collegeboard.com/html/careerbrowser.html

Learn about jobs and careers: what to expect from a job, training and qualifications, earnings, and the future for each occupation.

The Job Hunters Bible

www.jobhuntersbible.com

Job hunting tips and assistance from Richard Bolles, author of *What Color is Your Parachute?*

The Job Web

www.naceweb.org/knowledge/tools/job_search_tools/

Sponsored by the National Association of Colleges and Employers, this website offers employer information, career planning, resumes, and other career services for professionals, specifically for recent college graduates.

Trovix

www.trovix.com/

Free search engine that matches work experience and qualifications with site matches. Uses a program to locate jobs in your area on Google Maps.

US.jobs by the National Labor Exchange

www.us.jobs

A nonprofit consortium of leading corporations that lists job opportunities.

District Office Find any errors or outdated information? Please let us know by calling our Rockville at (301) 424-3501.

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