



JOB HUNTING TOOLS

Local Tools | Resumes | Career Exploration | Career Assessment | Training

LOCAL JOB HUNTING TOOLS:

Tyler Junior College's Career Services

Bryan Baker, TJC's Career Services Director, has a comprehensive web site for helping students find good jobs. Mr. Baker regularly refers good students to Remedy Intelligent Staffing. Remedy also regularly holds job fairs at TJC.

UT Tyler's Career Services

Krista Richardson, UT Tyler's Career Services Director, does a great job of helping UT Tyler students find good work. UT Tyler frequently refers good students to Remedy Intelligent Staffing.

Tyler Area Chamber of Commerce

The mission of the Tyler Area Chamber of Commerce is to promote the economic well-being and the quality of life of all citizens in Tyler and Smith County. Job seekers can use this site to research the companies that call Tyler home.

Tyler Economic Development Council

The TEDC promotes economic growth in Tyler. This site provides job seekers with access to helpful information on local employers, wages, and the community.

East Texas Better Business Bureau

The BBB includes information about local members. Remedy is proud to be a BBB member. Job hunters and companies exploring temporary help services, like Remedy, can check out these BBB publications online: "Choosing the Right Temporary Agency for Your Business"; "Tips on Employment Services"; and "Tips on Using a Temporary Services Agency."

RESUMES

Showcase Your "Home Run" Accomplishments: careerlab.com/art_homeruns.htm

Written records of your work results, achievements, successes, and accomplishments are the heart of your marketing campaign. They explain the essence of your "track record." You will use your written accomplishments in at least three places: the resume, marketing letters and face-to-face meetings.

Career Perfect : careerperfect.com

Comprehensive site for job seekers.

CAREER EXPLORATION

America's Career InfoNet: careerinfonet.org

A wealth of resources for job seekers. Tools for exploring a variety of career options.

Job Hunter's Bible: jobhuntersbible.com

This site is designed as a supplement to the top selling job hunting book by Dick Bolles - "What Color Is Your Parachute?". It includes numerous links to helpful job hunting information.

Occupational Outlook Quarterly: stats.bls.gov/opub/ooq/home.htm

The US Government's quarterly magazine on occupational issues is especially valuable this issue. In this issue, the Bureau of Labor Statistics has developed projections of occupational employment, industry employment, and the labor force through 2008.

Quintessential Careers: quintcareers.com

Comprehensive job advice site. Great online tutorials for resume development, interviewing, and more!

Work 4 Women: work4women.org

A site that encourages women to seek careers in non-traditional occupations for women. Nontraditional Occupations (NTOs) are jobs in which 25 percent or less of the workforce is female.

CAREER ASSESSMENT

Self-Directed Search: self-directed-search.com

The Self-Directed Search will help you to discover which three RIASEC types you are most like. Then it will help you determine which occupations or fields of study are likely to match your individual type. It costs \$7.95 online, but it delivers a wealth of good information.

Kingdomality: cmi-lmi.com/kingdomality.html

Fun, but likely not real helpful, assessment of your "medieval" personality.

Career Key: careerkey.org

A FREE assessment aimed at helping job seekers make smart career decisions.

TRAINING & DEVELOPMENT

Blackboard 5: blackboard.com

Blackboard.com is a FREE service that enables instructors to add an online component to their classes, or even host an entire course on the Web. Without knowing any HTML, you can quickly create your own CourseSiteTM - a Web site that brings your learning materials, class discussions, and even tests online.

Online Small Business Administration Classroom: sba.gov/tools/sba-learning-center

The Small Business Classroom is an on-line resource for training and informing entrepreneurs and other students of enterprise. It is a new -- easy to use -- dimension in entrepreneurial training. The classroom is designed to educate and provide interactive business guidance on a variety of topics to many types of students. Besides "traditional" small business clients, the on-line classroom will benefit high school and college students, individuals with time and travel limitations, people with disabilities, international business resources and others.

What Is?: whatis.techtarget.com/

whatis? is a knowledge exploration tool about information technology, especially about the Internet and computers. It contains over 2,000 individual encyclopedic definition/topics and a number of quick-reference pages. The topics contain about 12,000 hyperlinked cross-references between definition-topics and to other sites for further information. We try hard to keep it up-to-date.



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e-Learning Center: e-learningcenter.com

Whether it's certification training for A+ or MCSE, training in motivation or negotiation, or Microsoft Office tutorials, you can find the training solution you need at this site.

Barnes & Noble Online University: bookclubs.barnesandnoble.com/

Barnes & Noble has combined your passion for knowledge with their love of books, music, software, and video to bring you the future in learning. Sign up for a variety of FREE online courses, including promising courses in relevant areas for job seekers (e.g., networking, communication skills, company research skills, and job hunting).

Free Edu: freeedu.com

FreeEdu.com is an Internet-based learning company whose goal is to offer free online education to the general public. Through free access to hundreds of online courses from kindergarten through postgraduate, FreeEdu.com will establish the most extensive e-education environment. Current courses concentrate on technology and business skills that lead to professional certification and enhanced employment potential for students. FreeEdu.com's objective is to build the largest "e-education" community on the Internet.

A Beginner's Guide to Effective e-Mail: webfoot.com/advice/email.top.php

We receive so many poorly written e-mails that we are convinced nearly everyone could benefit from this site. This is not a document on the mechanics of sending email - which buttons to push or how to attach a photograph. Those details are different for every different email software package, and are better handled by manuals for the program. This document instead focuses on the content of an email message: how to say what you need to say. don't think of this as email etiquette (commonly called netiquette) because these guidelines don't merely show you how to be a nice person. These guidelines show you how to be more efficient, clear, and effective.

Take A Class.Com: mybookworm.com

This is the web's finest site for continuing education and personal development! We provide the ultimate learning resource for adults, identifying opportunities and offerings for: professional development; continuing education and learning; and learning as a path to life enhancement and personal growth.

CEO Express: ceoexpress.com

As information has proliferated, technology has become more complex, and jobs have become more competitive and time consuming, executives have sought ways to make their lives easier. CEOExpress Company addresses the growing demands on professionals and their firms for tools to help them save time and work more productively.