

# Electronic Tools Guide for Youth and Parents

The Department of Labor's electronic tools assist millions of Americans every month with their employment-related needs. These Web-based tools provide solutions for finding a job, writing a resume, researching careers, and much, much more!

## E-Tools Can Help:

- Find a job
- Compare wages
- Look for scholarships
- Explore careers
- Interview tips
- Training and education
- Get help with your resume
- Locate Career Centers
- Employment Law

## Prepare for Employment

**Research careers, prepare your resume, get interview tips, build skills, and more.**

**America's Career InfoNet** ([www.careerinfonet.org](http://www.careerinfonet.org)) is an electronic resource for individuals of all ages in all stages of career development. Whether attending high school, college, or have recently graduated, Career InfoNet contains information that can help users advance their careers. Research occupations, compare wages, build your resume, and search from thousands of other career resources, including scholarship and financial aid information.

**Career Voyages** ([www.careervoyages.gov](http://www.careervoyages.gov)) offers career and workforce information on high growth and in-demand jobs. It includes videos and job descriptions as well as education and training opportunities in local communities.

**O\*NET OnLine** (<http://online.onetcenter.org>) assists students and workers in career planning and enhances businesses' hiring and retention efforts by accessing key data for identifying and developing workplace skills.

## Find a Job or Job Training

**CareerOneStop Coaches** ([www.careeronestop.org/usersupport/OnlineCoach.asp](http://www.careeronestop.org/usersupport/OnlineCoach.asp)) identifies common problems or issues facing job seekers, workers and employers, and provides interactive step-by-step instructions to help users find answers or related information. Special versions of the Coach for workforce staff, military spouses, and military base closure (BRAC) situations are also available.

**Job Corps** (<http://jobcorps.doleta.gov/>) The Job Corps' homepage provides information on America's largest residential training and education program for income-eligible youth, ages 16-24; includes program and admissions information.

## Find Services and Additional Information

**America's Service Locator** ([www.servicelocator.org](http://www.servicelocator.org)) connects people to local offices providing employment and training services. It provides maps and driving directions to each of the 3,500 One-Stop Career Centers.

**Helping America's Youth** ([www.helpingamericasyouth.gov](http://www.helpingamericasyouth.gov)) is a Web-based guide with up-to-date research and resources on youth development and effective programs.

**Teen Workers** ([www.osha.gov/SLTC/teenworkers](http://www.osha.gov/SLTC/teenworkers)) provides safety and health information about the teen worker.

**Youth Rules!** ([www.youthrules.dol.gov](http://www.youthrules.dol.gov)) is a gateway providing quick access to information about Federal and State labor laws that apply to young workers.

## Still need help? Give us a call!

**Toll Free Help Line** (1-877-US2-JOBS, TTY: 1-877-889-5627) provides a full range of basic information about workforce program services for workers and employers, as well as locations to One-Stop Career Centers and other offices. Information is available in over 140 languages.

