



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

Resource Guide for Job Seekers

FEDERAL RESOURCES

Official Job Site of the United States Government

www.usajobs.gov

(1-478) 757-3000

A database of 14,000 federal jobs that is updated daily with detailed 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. These are listed below.

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 skill they have gained in past jobs.

My Next Move

www.mynextmove.org

Provides guidance in choosing a career path.

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 the 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.online.onetcenter.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): (1877) 889-5627

Obtain 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) US-2JOBS

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

Job Loss

www.doleta.gov/jobseekers/deal_job_loss.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 by calling 1-800-833-3000

STATE OF MARYLAND RESOURCES

Maryland Workforce Exchange

www.mwejobs.maryland.gov

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

Maryland Department of Budget and Management

www.dbm.maryland.gov

Links to the employment websites of individual Maryland agencies as well as a general search engine for Maryland State jobs.

State of Maryland Job Website

<http://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 about 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; who are ready, willing and able to work; and are actively seeking work.

PRINCE GEORGE'S COUNTY RESOURCES

Prince George's County Jobs

www.princegeorgescountymd.gov/Employment

Lists current employment openings for Prince George's County government.

Prince George's County Public Schools Division of Human Resources

www1.pgcps.org/humanresources/

Provides links to information about current vacant teaching positions, projected teaching vacancies, teacher salaries, education fairs and special education information. Includes information on the Resident Teacher Program, the Office of Professional Advisement and Training and other staff contacts.

STATE OF MARYLAND 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.

Montgomery Works

www.montgomeryworks.com/findajob.asp

This site 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, Montgomery Works has 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 current 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 scope 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.

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

<http://vetjobcentral.com/OS/jobs.aspx?OS=53208>

Provides daily updates with job listings and application instructions.

SENIOR EMPLOYMENT

Jewish Council for the Aging

<http://www.accessjca.org/article.php?id=89>

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

Listing of job fairs by date, category and location and post your resume on line.

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, the author of *What Color is Your Parachute?*

The Job Web

www.jobweb.com

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.