

# Online Tools for Job Seekers

## GETTING STARTED - Tools for Beginning Job Seekers



<https://www.job-hunt.org/> Created BY job-seekers FOR job-seekers, this site has been online since 1995. Find an online job search guide, use the job search tutorial, find career, networking and job search resources.

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<https://www.myperfectresume.com/about-us> Created by a university librarian in 1995, the site is now independently run by its founder. Find guides to online job searching, links to job listing websites, tips for resumes and cover letters, information about employer research and networking, and suggestions for handling job loss.

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[www.employri.org/vosnet/Default.aspx](http://www.employri.org/vosnet/Default.aspx) Managed by the RI Department of Labor & Training, this website (as well as its 4 local Centers, including one in nearby Woonsocket, RI) states that it works to "match" job seekers and employers through "quality employment programs and services."

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## Resumes & Cover Letters

The links below provide interactive tools to help you construct a successful resume or cover letter. Some sites offer tips and examples, others offer free templates and still others let you enter your data onto their sites. CareerHelp--brought to you by AskRI and Ocean State Libraries, even offers **FREE FEEDBACK from professionally trained writing teachers.**



<https://www.askri.org/job-seekers/>

Online Writing Tutors. This service is FREE to you because **Ocean State Libraries** and [AskRI.Org](http://AskRI.Org) subscribe for you. When the link opens, you can create a free account or skip this step and go directly to help. Scroll down to CAREER CENTER and click "resume help" to connect with an online tutor. You can upload your file for review and feedback, or just ask a question. Available daily, 2pm-10pm from anywhere in Rhode Island.

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<https://www.employri.org/vosnet/loginintro.aspx>

The RI Department of Labor & Training's **EmployRI Network** offers you a free resume builder tool. First, click on the "resume builder" tool on the left-side menu. Next, follow the steps to create a secure account. Then, use the interactive tool to build your resume.

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<https://www.job-hunt.org/>

Job-Hunt.Org has a full suite of guides to thinking about, creating, editing and sending resumes and cover letters. They have a variety of sample resumes and lots of tips for success.

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[https://www.monster.com/career-advice/cover-letter-](https://www.monster.com/career-advice/cover-letter-resume)

resume

Monster.Com offers samples and writing tips for both resumes and cover letters.

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<https://www.learningexpresshub.com/ProductEngine/LELIndex.html#/career-center/resources/improve-your-job-search-and-workplace-skills/improve-your-job-search-interviewing-and-networking-skills/create-great-resumes-and-cover-letters>

### [Learning Express Tutorials - Resumes & Cover Letters](#)

Tutorials help you through each step of creating a resume and a cover letter. Brought to you FREE by **Ocean State Libraries** and [AskRI.Org](#).

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## Classes & Job Training



[Welcome to LearningExpress Library™ \(learningexpresshub.com\)](https://www.learningexpresshub.com)

FREE to Rhode Island residents.

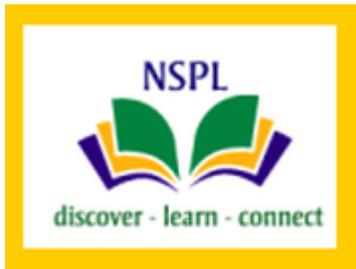
- Software Tutorials
  - Public Speaking - Look under "Guidance"
  - Business Writing - Look under "Resources"
  - Math Skills - Look under "Adult Learning Center"
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<https://www.employri.org/vosnet/loginintro.aspx>

FREE. The Rhode Island Department of Labor & Training has a search engine to help you find local training and certification programs. Search by occupation, skill, location, or keyword.

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North Smithfield Public Library -

The Library offers FREE one-on-one classes in computer skills by appointment: Basic Computer Skills, Microsoft Office Suite, Internet searching, downloading eBooks from the eZone, email, Facebook and other Social Media. **Contact us** for an appointment

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<https://www.jobcorps.gov/>

Job Corps is the nation's largest and most comprehensive residential education and job training program for at-risk youth, ages 16 through 24. Job Corps combines classroom, practical, and work-based learning experiences to prepare youth for stable, long-term, high-paying jobs.

Job Corps is administered by the Department of Labor's Office of the Secretary. For information on Job Corps, including eligibility requirements and location of the center nearest you, call (800) 733-JOBS. The Rhode Island Job Corps is located in Exeter.

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<https://dlt.ri.gov/>

The Rhode Island Department of Labor & Training has information on occupations in RI that have registered apprenticeship programs.

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<https://www.khanacademy.org/>

Khan Academy describes itself as "a not-for-profit with the goal of changing education for the better by providing a free world-class education for anyone anywhere".

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RI Dept of Labor & Training

[Unemployment Insurance https://dlt.ri.gov/individuals/unemployment-insurance](https://dlt.ri.gov/individuals/unemployment-insurance)

[TDI https://dlt.ri.gov/individuals/temporary-disability-caregiver-insurance](https://dlt.ri.gov/individuals/temporary-disability-caregiver-insurance)

[Workers' Compensation https://dlt.ri.gov/workers-compensation](https://dlt.ri.gov/workers-compensation)

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# GED & Job TEST Prep



<https://www.learningexpresshub.com/ProductEngine/LELIndex.html#/learningexpresslibrary/libraryhome?AuthToken=26403615-084C-4C62-8226-09A5BD9435EA>

## "Adult Learning Center" Test Prep includes:

- GED Prep

## "Career Center" Test Prep includes:

- Air Traffic Controller
- Commercial Driver's License
- Cosmetology
- Culinary Arts
- Emergency Medical Services
- Firefighter
- Homeland Security
- Law Enforcement
- Nursing School Entrance Tests
- Postal Worker
- Teaching



<http://www.riral.org/>

Rhode Island Regional Adult Learning (RIRAL) is a private nonprofit adult education agency that was established in 1979 and designated by the Rhode Island Department of Education as a regional learning center. RIRAL's comprehensive adult education services helps participants overcome key barriers (e.g. limited English language, lack of high school credential or GED).

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## Find a Job

The links on this page take you to Job Boards and Job Search Engines. Some of these sites invite you to upload your resume, cover letter, or other personal information.

**Be a savvy user and protect your personal information. Read the terms and conditions and the privacy policies on these sites before you choose whether to share your personal data.**



<https://www.employri.org/vosnet/Default.aspx>

Managed by [NetworkRI](#) and the [RI Department of Labor & Training](#), this site hosts a [Find a Job search engine](#). Focus your search by job title, keywords, location, education, skills, and more.



<https://www.monster.com/>

Founded in 1994, Monster is now global. Search or browse for jobs by job title, keyword, company name or location; find employer profiles and career information. It is also possible to post a resume on this site.



<https://www.jobsinri.com/>

Begun as a local job board in Maine, in 1999, JobsInTheUS.Com now has many local sites, including this one **for Rhode Island**. Search or browse by keyword, location, or job category. It is also possible to create an account and upload resumes on this site.



<https://rijobs.com/>

Sponsored jointly by several **local newspapers in Rhode Island**, this website's goal is to connect job seekers and employers across Rhode Island. Search local jobs by keyword, job category, location, company name, salary range, and full or part-time work. It is also possible to post a resume on this site.

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<https://jobs.localjobnetwork.com/>

One of the many privately-owned sites that advertises itself as providing services to both employers and job seekers. This link is for **jobs in Rhode Island**. Basic and advanced searching are available, as is a resume builder. It is also possible to post a resume or sign up for emailed job alerts.

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<https://www.indeed.com/>

Founded in 2004 by Paul Forster and Rony Kahan, **Indeed** is a subsidiary of Recruit Holdings Co., Ltd with worldwide listings. Employers pay recruitment fees but the service is free for job seekers. Both basic and advanced search functions are offered.

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News, Opinion, Things to Do in the East Bay

<https://www.eastbayri.com/classifieds/employment/employment/>

**Employment classifieds** from several local East Bay Rhode Island newspapers.

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<https://www.brown.edu/academics/college/swearer/>

The **Swearer Center for Public Service at Brown University** hosts a listserv called RI Community Jobs, a public email announcement list that connects "nonprofit and public interest employers in the state with individuals seeking paid work that makes a difference in our communities. Anyone can join the list, and any nonprofit or government organization can post a paid position to the list as a free service.

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<https://providence.craigslist.org/>

**Craigslist has job classifieds.** Before you use this site in your job hunt, be sure to read the Craigslist [Terms of Use](#) before you respond to any job ads. You might also want to review the manual "[Job Searching Using Craigslist](#)" published by the King County Library System (Washington state) and available on their website.

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<https://www.careerprofiles.info/computer-it-jobs.html>

**[Computer, IT and Tech Job Search Resources.](#)** This site provides numerous links to "top computer, IT and tech job search resources for aspiring career professionals."

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<https://www.glassdoor.com/index.htm>

In addition to job listings, Glassdoor holds a growing database of more than 8 million company rankings, CEO approval reviews and questions, benefits reviews, office photos and more.

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<https://www.dice.com/>

**High Tech Jobs for Computer Professionals:** Dice is a holding company that describes itself as a "provider of specialized websites for select professional communities. Our mission is to help our customers source and hire the most qualified professionals in select and highly skilled occupations, and to help those professionals find the best job opportunities in their respective fields and further their careers."

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<https://dlt.ri.gov/individuals/rhode-island-state-jobs>

**State of Rhode Island Current Job Vacancies List**

Provides listing of job titles, vacancy notices, salary ranges, departments and locations.

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**Skills for Rhode Island's Future <https://skillsforri.com/>**

**SkillsRI** provides tangible jobs to those in need. Businesses are committed to hiring through Skills for Rhode Island's Future, giving job seekers presented by SkillsRI a competitive advantage. The team at Skills for Rhode Island's Future will guide and provide you with support throughout the hiring process.

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## Finding a Career

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<https://www.employri.org/vosnet/Default.aspx>

The Rhode Island Department of Labor and Training offers tools to help you explore careers that match your interests. FREE.

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<https://www.bls.gov/ooh/>

Explore all aspects of the full range of careers. Search by category or job title. View levels of education and training for career entry, compensation, jobs outlook, work environments, schedules, and more.

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### JobHuntersBible.com

This extensive site contains links for gathering contacts, exploring careers and career counseling, job hunting, resumes,

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# Job Search Over 50

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New York  
Public  
Library

50-plus

[https://www.nypl.org/audiovideo/effective-employment-strategies-those-](https://www.nypl.org/audiovideo/effective-employment-strategies-those-50-plus)

Listen to a New York Public Library program on "Effective Employment Strategies for Those 50 Plus"

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<https://www.workforce50.com/>

Search job listings where reliable experience is considered a plus.

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<https://www.job-hunt.org/article-jobsearch-over-50/>

Job-Hunt.Org has a guide to the job hunt for those over 50 that includes advice and links to websites specifically targeted to the older job seeker.

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# Interview Tips



<https://www.job-hunt.org/job-interviewing/>

A rich resource of guides, tips, examples and more on the challenges of the job interview. Find suggestions for dealing with common interview questions.

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[https://www.nypl.org/audiovideo/powerful-first-impressions-](https://www.nypl.org/audiovideo/powerful-first-impressions-how-find-and-get-job-you-really-want)

[how-find-and-get-job-you-really-want](https://www.nypl.org/audiovideo/powerful-first-impressions-how-find-and-get-job-you-really-want)

The New York Public Library shares this 1hr, 43 minute video of a workshop called, "Powerful First Impressions: How to Find and Get the Job You Really Want" led by Barry Cohen, CUNY Employment Coordinator. NYPL also recommends:

Job Interview Questions: <http://www.jobinterviewquestions.org/interview-tips/>

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<https://www.monster.com/career-advice/job-interview>

Monster.Com offers several articles to help you prepare for your interview, answer typical questions, dress for success, and follow-up in memorable fashion.

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# Book Your Job Hunt

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<https://catalog.oslri.net/>

The North Smithfield Public Library and the consortium of public libraries throughout Rhode Island have books, magazines, audiobooks, ebooks and more to help you with your job hunt or your career development goals.

**Click here** <https://catalog.oslri.net/> to reach the online catalog. Use some of the suggested search terms, below, to get started. Add your own search terms to match your specific job search needs. Any item can be sent to the North Smithfield Library for easy pick up.

Still not finding what you need? Our librarians can borrow items from all across the country. Contact us at (401) 767-2780 or use our [online contact form](#).

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## Subject Searches

- apprenticeship programs
- career changes
- career development
- career education
- career in...
- cover letters
- employment interviewing
- job hunting
- resumes

## Keyword Searches

- job search
- job training
- job interview