

Online Job Searching: Workbook



Pima County Public Library

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Developing Reasonable Expectations

Using the Internet for job searching is a time-efficient way to find multiple job postings. However, online job searching still requires a considerable amount of time and effort. Approach your job search with reasonable expectations.

- **Expect to take time:** Plan on spending a minimum of 3 to 4 hours daily on your job searching duties. Finding jobs, customizing resumes, and filling out applications takes time. View looking for work as your “job” until paid employment is found.
- **Explore and experiment:** Experiment with different keywords on your job search entries. Explore the many tools available on job search sites. Read books and articles about job hunting and your career field. Rather than just looking for a specific type of job, search all of the jobs listed by a potential employer to get an idea of other positions for which you may be qualified. Scan all of the jobs that are listed in your region to get an idea of which employers are hiring.
- **Be prepared:** It is tempting to put off writing a resume, contacting references, starting a job journal, and tracking down your social security card. However, by spending time on these preparations before you start your online search, you will be able to maximize the efficiency of your job search and avoid missed opportunities.
- **Anticipate a learning curve:** When you first start looking for a job, learning to navigate different types of job sites and to complete various kinds of online applications can feel overwhelming. However, by visiting these sites daily and carefully reading any instructions that the sites offer, you will quickly become proficient and comfortable with the online job search environment. Please feel free to ask library staff for assistance when you need help.
- **Be flexible:** Consider looking for work that may require a longer commute, a lower salary, or less desirable work hours. If there are no current job openings in your preferred career, investigate other types of work that will use and enhance your skills and interests.
- **Be creative:** Explore beyond the employers that traditionally hire in your field. Consider how your skills might be needed in other work environments. For example, large employers often hire a wide array of support staff in such fields as maintenance, administration, and information technology.
- **Build the skills you need:** If you are being passed up for jobs, reevaluate what skills you may need to attain or strengthen. Attend resume and interviewing skills workshops. Sign up for a class to update your computer skills. Read books that cover the job skills that are in demand by potential employers.

Job Seeker's Pre-Search Checklist

Online searches are much more efficient and successful when you take these steps to prepare before you start:

Create a professional email account:

The username on the account should be simple and generic. Offensive usernames such as those with drug/alcohol references or those with sexual innuendos should not be used. Also, if your current email account receives excessive amounts of mail, create a new account that will only receive work-related mail. This will ensure that you don't miss an important message from a potential employer. Check the account daily.

Write a resume and cover letter:

Many online job applications require applicants to attach a resume in order to complete the application process. While resumes and cover letters should be tailored to each specific job, having a "template" to work from makes this process quick and easy.

Update your voicemail/answering machine:

The message should be brief and professional. Music or extended messages should be replaced. If you do not have voicemail or an answering machine, be sure to provide a phone number where potential employers can leave a message.

Coach household members on phone etiquette:

Be sure that everyone answering your phone is well trained in proper phone etiquette. Have a pencil and notepad next to the phone for messages.

Locate or replace important documents:

Once you are selected, the hiring process can go quickly. Locate or replace your social security card, birth certificate, and legal photo ID.

Contact 3 references:

Never use a reference without his/her permission. Notifying your references that you are looking for work also serves as a form of networking. They just may have some leads to jobs that meet your skills and interests.

Google yourself:

Employers often do a Google search of job candidates prior to offering them a job. If you have a Facebook or MySpace account or any other web page, be sure that the information that it contains is something that you would feel comfortable having a potential employer viewing.

Compile a list of information needed for a job application:

By having job titles, contact information, dates of employment, and other pertinent information at your fingertips, filling out online applications is quick and painless.

Create a journal:

Visiting job sites, posting resumes, and applying online often requires applicants to create multiple usernames and passwords. Major companies post numerous jobs that can only be distinguished by keeping track of individual job numbers. By compiling a record of important job information, you'll be more in control of your job hunt.

The Internet: One of Several Great Approaches

Thousands of jobs are posted on the Internet each day. Online searching is an essential tool for the job seeker. However, in order to be the most successful, it is important to also utilize other job search approaches.

- **Networking:** One of the most effective ways of getting a job is by letting people know that you are searching for work. Telling friends, family, and acquaintances about your job interests is a great first step. Ask them to spread the word. Sound enthusiastic. Always have a few extra resumes available when the unexpected networking opportunity presents itself.

List at least 5 friends, family members, and/or acquaintances who you will tell about your job search:

- **In-person visits:** If you are able to visit locations of potential employers, be sure to do so. Phone introductions can also be useful when in-person visits are not possible. Introduce yourself and be friendly and courteous to all staff. Dress professionally and try to plan the visit during the quietest part of the business day. Make your visit short so as not to disrupt work flow.

List 3 places that you will visit:

- § **Career Fairs:** Career fairs can be a great place to discover who is hiring. Be sure to dress professionally and bring plenty of copies of your resume. Having a pencil and paper for writing down important contact information is also essential.

Visit www.careerbuilder.com. Go to "Advice" and then to "Career Fairs" to see listings of job fairs throughout the U.S.

Visit tucson.jobing.com. Go to "Expo" to find the next Jobing.com sponsored event.

Do a Google search for Tucson job fair.

§ **Newspaper Articles:** In addition to classified ads, the local papers often include articles about employers who are hiring or moving to the area. The business section is an especially important portion of the paper to read regularly. Staying informed of trends, events, and employers in your area will give you a key advantage over other job seekers.

Job Seeker's Journal

Searching for a job online involves creating usernames and passwords, meeting deadlines, and using various documents that are customized for specific jobs. Other aspects of job searching such as interview times, employer contact information, and tracking which jobs you have already applied for need to be closely monitored. A job journal is an essential way to keep your job search organized, efficient, and – most importantly – successful.

What should I use as my journal?

Paper Journal: A notebook, a binder, a calendar, and a planner are all examples of items that work well in organizing your job search.

Electronic Journal: Electronic tools such as flash drives and Internet sites like Google calendars and Google docs are very helpful organizational tools. It is important to have your resumes and cover letters available in these types of computer-friendly formats so that you can conveniently use them during your online job searching.

What type of information should I keep in my journal?

1. Date of each entry
2. Usernames and passwords of email and job search site accounts
3. Copies of your resume and cover letter
4. Information needed for job applications
5. Copies of applications and the version of your resume used for each job
6. Closing dates for jobs
7. Expiration dates for job applications that are being kept “on file”
8. Interview dates/times and employer contact information
9. Notes from interviews including:
 - i. Interviewer's name and job title
 - ii. Questions asked during the interview
 - iii. Information that you learned during the interview
10. Copies of job descriptions and their associated job title and job number
11. Web addresses of sites that you find useful

12. Contact information for potential employers and individuals with whom you've networked
13. Employer names and any research information for them

Cyber-Safety

Whether you are searching for a job using traditional methods or the Internet, scams exist. Before starting your online search, it is important to be aware of characteristics that are common with job scams.

The “Don'ts” of Job Searching Cyber-Safety:

- Don't give your credit card or bank account information to job sites or potential employers.
- Don't have funds transferred into your account by your new “employer.”
- Don't transfer money and retain a portion of the payment.
- Don't pay to get a job, job leads, or instructions on how to get a certain type of job.
- Don't pay to view job listings.
- Don't give out social security or other sensitive information unless you are sure of the site's credibility.
- Don't apply to jobs that are “too good to be true.” These are often “entry level” jobs that offer pay that far exceeds normal compensation in the area.
- Don't reply to emails from “employers” who ask for your bank account information so that they can direct deposit your paychecks. These emails can look very authentic and often include the logos from reputable businesses.
- Don't post sensitive information such as your social security number on the Internet.

The “Warning Signs” of Job Searching Cyber-Safety:

- Work from home jobs: Most of these “jobs” are scams.
- Being offered a job without an interview
- Jobs offering compensation that far exceeds what is normal in your area
- Job listings that have misspellings, typos, or awkward language within the job posting
- Requests for a scanned copy of your identification to “verify your identity”
- Sites that require you to register by disclosing a full profile of yourself
- According to Monster.com, these words in a job posting are often warning signs of fraud:
 - § Package-forwarding
 - § Money transfers
 - § Wiring funds
 - § Ebay
 - § PayPal

§ Foreign Agent Agreement

The “Do’s” of Cyber-Safety:

- Do contact Better Business Bureau with your questions about potential employers.
- Do research potential employers.
- Do limit your contact information to your email address when posting a resume online.
- Do check to see that the web address begins with *https* when applying online or posting a resume. The *s* is for *secure*!
- Do be careful when dealing with potential employers who are outside the United States.

Remember: The Internet is not private. Anyone can look at what you post on job sites.

Effective Keyword Searching

“Advanced Search” is great for beginners: The advanced search feature often allows the user to limit a search by zip code, date of posting, exact phrases, and other helpful ways. New users often find the best results by using the advanced search feature.

Think like a computer: Computers will not retrieve job postings with the word “plumbing” in them when you are searching using the word “plumber.” Always do separate searches using different variations of your keywords. Some search engines also require you to do a separate search for the plural version of a word.

Take the bad with the good: When you are searching for a job, missing even a few relevant job postings can impact your success. Some searchers make the mistake of putting too many search terms in the search box. *Adding words to your search usually lessens your results.* Conduct multiple searches using different keywords. Limit your search gradually and carefully.

Search by job title: Searching by job title is an important way to look for a job. Be sure to incorporate searches for synonyms (e.g. janitor, custodian, housekeeper). Also search by just one of the words that may appear in the job title (e.g. teacher, education, educational, instructor).

Search by skills, education, and interests: It is important to be creative in your job searches. *Never* limit your keyword searching to just a job title.

- **Skills:** Your resume is a great place to find skills keywords. Job listings that match your qualifications can also give you ideas on keywords to use. Examples:
 - Excel, Word, or “Microsoft Office”
 - “Customer Service,” organized, clerical, detail-oriented
 - Forklift, “heavy machinery”

- **Education and Certifications:** When searching by educational degrees or certifications, do a search by the acronym as well as the full title of the degree. Examples:
 - BA , Bachelor
 - GED or “High School” (Leave out the word “diploma” in order to maximize results.)
 - CNA or Certified Nursing Assistant
 - “Driver’s License”
- **Interests and Hobbies:** Looking for a new job allows you to consider new possibilities and opportunities. Pastimes always have an associated industry. If you get too many results, use the “advanced search” feature and type your interest/hobby keyword in the “title” search box.
 - Photography, photographer
 - Travel
- **Explore and experiment:** Start with a search that gives you too many results and experiment with different ways to limit your results. View all of the results, not just the first page.

Other Keyword Tips:

- Using “***and***” between keywords or putting multiple words in the search box limits or ***lowers*** the number of results to job listings with ALL of those words.
- Using “***or***” between keywords broadens or ***increases*** the number of results by providing results with ANY of the keywords in them.
- Using ***quotation marks*** for a phrase provides results with that ***exact phrase***.

Keyword Exercise

Imagine what a job description for a position meeting your qualifications and interests would say. Use the keywords from that hypothetical description in the exercise below.

Words that might appear in the job title: (For example: custodian or janitor)

Words or phrases that may be listed as desired or required job skills: (For example: “driver’s license,” “customer service,” forklift)

Words and abbreviations that might be listed for computer skills: (For example: “Microsoft Office,” CAD)

Words, phrases, or abbreviations that may describe your education: (For example: BA or bachelor)

Words, phrases, and/or abbreviations that describe your certification(s): (For example: CNA or Certified Nursing Assistant)

Words, phrases, and/or abbreviations to describe your second language skills: (For example: bilingual, Spanish)

Interests/hobbies: (For example: swim, craft, travel)

Words that might appear in the job description: (For example: organized, phone, clerical)

Five Approaches to the Online Job Search

People often limit their Internet job searching to a specific type of site. However, it is important to visit different types of sites in order to fully utilize the power of the Internet.

1. **Job search sites:** Job search sites are those that are specifically designed to post and retrieve job openings. These sites often offer supporting information such as sample resumes, job fair announcements, salary information, and interviewing tips. (e.g. www.monster.com)
2. **Employer sites:** Employer sites are web sites maintained by companies or other organizations. These sites are often used to conduct business and as marketing tools. They generally include a link to their organizations' employment opportunities. Visiting employer sites is an essential part of the job search because some organizations never post their jobs on job search sites. (e.g. www.walgreens.com)

3. **Online Classified Ads:** Online classified ads are sites that include many different types of postings including items for sale, personal, and job listings. These sites can be particularly useful when searching for jobs with smaller employers. (e.g. www.craigslist.org)
4. **Industry or Association sites:** Industry or Association sites are sites maintained by professional organizations geared to a specific type of career. These sites normally include membership lists that can be helpful in identifying potential employers. Association sites may also include job listings. (e.g. www.azbankers.org)
5. **Social networking sites:** Social networking sites can help you find a job by allowing you to post and share your professional profile with other members, by sending you alerts when job postings that meet your skills are posted, and by providing the opportunity to “meet” people working in your field of interest. (e.g. www.linkedin.com)

Job Search Sites: www.indeed.com

Indeed.com is a job search engine that compiles job listings from thousands of web sites including the major sites such as www.careerbuilder.com.



Practice exercise:

1. Using your keyword exercise sheet, enter one of the job titles or one of your skills in the keyword box. Enter your location preference.

- What keyword(s) did you use?

- How many results appeared?

- Are most of these results “relevant” to what you are looking for? Why or why not?

- Which parts of the page are job listings and which parts are advertisements? Why should it matter?

2. Pick one of the results and open it.

- What web site are you now on?

- When was this job posted?

- What do you need to do to apply for this job?

- Are you able to email this job information to yourself?

3. Return to www.indeed.com.

- A. Open the **Advanced Job Search** feature. Read through all of the search options.
- B. Go to the “with **at least one** of these words” search box. Type in several of your skill and job title words.
- C. Go to the **location box** and change the distance to mileage that matches your needs and preferences.
- D. Go to the **age box**. Use the dropdown menu to select “within 15 days.”
- E. Click on “Find Jobs.”
- What keyword(s) did you use?

- How many results appeared?

- Are most of these results “relevant” to what you are looking for?

- If you find a job that meets your qualifications and interests, look at the keywords in the posting. Are there words that you can add to your keyword list?

4. Explore and Experiment: Spend a few minutes testing different types of searches on indeed.com. Take note of searches that work better than others.

Create a Job Search Site Account:

1. Click on “sign in” in the upper right hand corner of the screen.
2. Click on “Create an account free.”
3. Fill in your email address and create a password. Write down your password in your job journal.
4. Click on “register.”

Create an Alert:

1. Enter a keyword search in the search box at the top of the screen.
2. Click on “Save this search as an email job alert.”

Indeed.com will do daily searches using your keywords.

Your email account will receive daily alerts whenever there are matches to your keyword search.

Save your Jobs:

1. From a list of job results, click on Save Job.
2. Click on my.indeed.
3. View My Jobs.

Other Job Search Sites:

www.simplyhired.com
www.careerbuilder.com
www.monster.com
www.arizonavirtualonestop.com

Employer Sites:

Some employers only post their job openings on their own sites. Others may only post some of their job openings to job search sites. In order to avoid missed opportunities, it is important to visit the web sites of all potential employers.

Tools that can help you to identify potential employers include:

- The phonebook
- Star 200
- Reference USA database

Create a list of four potential employers:

- 1.
- 2.

3.

4.

Locating Employer Job Sites:

- Locate the organization's web site using Google, the Star 200, or Reference USA.
- From the organization's home page:
 - Look for a job-related link. These are often labeled as "careers," "jobs," or "human resources." If no job-related links are listed, check for a link under "about us" or "site map."
- Follow the appropriate links to view job listings. If you are viewing only jobs for Tucson or Arizona, consider leaving the keyword box empty so that you can view all job listings. If there are too many results, limit your search in stages.

1. How many job postings are listed?

2. Open one of the job listings. What types of qualifications is the employer looking for?

3. What do you need to do to apply for this position?

Online Classified Ads: www.craigslist.org

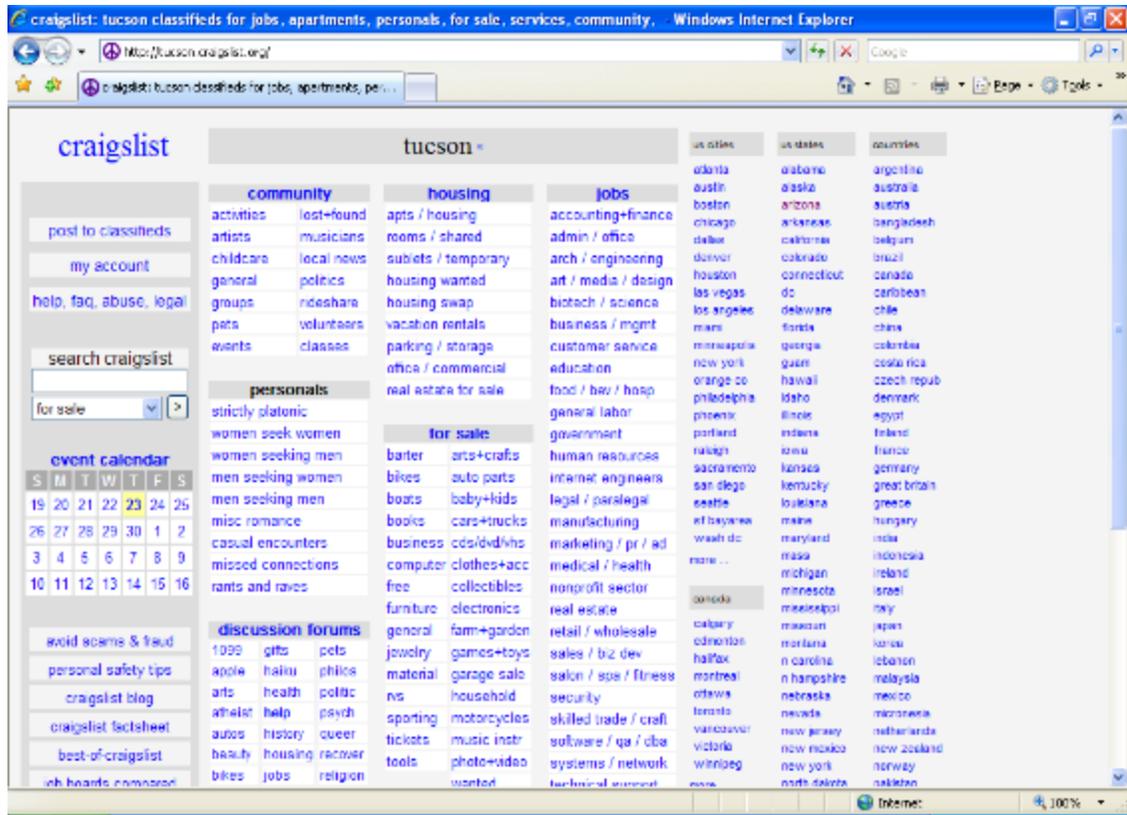
"Craigslist provides local classifieds and forums for jobs, housing, for sale, personals, services, local community, and events." (craigslist.org)

Viewing job listings on Craigslist:

Job Search by Categories

- Go to www.craigslist.org. (or tucson.craigslist.org)
- Select the state in which you are searching for a job.
- Select the city in which you are looking for a job.

Keyword Search box



Keyword Searching:

- Enter a job keyword (i.e. job title, skill) in the search box.
- Change the dropdown menu to “jobs.”



Click on

Exercise:

1. The categories in which these jobs are posted appear after each job title. In which categories are these jobs listed?
2. When were these jobs posted?
3. Click on one of the jobs listed. What are the skills that this employer is looking for?
4. What are the instructions for applying for this job?

5. Click on “email this posting to a friend.” Email the posting to yourself.

Category Searching:

Craigslist has employers select a specific category under which their jobs will be posted. Employers often do not use the categories that best suit their listing. It is important for a job seeker to explore multiple categories in order to avoid missing employment opportunities.

Exercise:

View the search box at the top of the results page. What are some of the ways that you can limit your search?

Open one of the job listings. What is the email address of the person who posted this job?

IMPORTANT NOTE: How to respond to a Craigslist posting from a library computer

Reply to: job-gg29d-1101293584@craigslist.org [\[mailto:job-gg29d-1101293584@craigslist.org\]](#)

Date: 2009-03-31, 3:36PM MST

1. From the Craigslist posting, highlight the email address listed after “Reply to:”
2. Right click on the highlighted text and chose “copy.”
3. Open your email account in a separate tab or window.
4. Click on the appropriate option for sending an email. (e.g. compose, new)
5. In the “To:” box of the email, right-click and select “paste.”
6. Following the specific instructions within the posting, you are now able to enter a message and attach a resume.
7. Click “Send” when your email is ready to be sent.

Tips on emailing a potential employer:

- Be professional. (e.g. Use formal English)
- Send your email from your job search email account.
- Blind copy or “bcc” yourself on all correspondence to employers and save your copy of the email.
- Your cover letter should be the body of the email. Your resume should be the attachment.
- Send your attached resume in Word or PDF format.
- Check your email account frequently. Emails can “bounce back” and responses can come quickly.

Filling Out an Online Application:

Most online job openings will require applicants to fill out an online job application. These applications can take between 10 minutes to an hour to fill out. Some sites will allow you to save unfinished applications but most do not. Applicants should have the following information available before starting an application:

Email Address:

Cell Phone:

Home or

Message Phone:

Social Security Number:
and Class:

Driver's License #

Other licenses and/or certificates:

Schools and dates attended:
certificates:

Degrees and/or

Other licenses and/or certificates:

Other training received:

Previous Employers:

Names, addresses, and employment dates:

Supervisor's name and phone:

1.

Duties Performed:

2.

Duties Performed:

3.

Duties Performed:

List of three professional references (name, job title, company, phone):

Days/hours of availability:

Tips for filling out an application:

- Carefully read the job description for the position.

- Carefully read the instructions for submitting an application.
- If a resume is requested, be sure to include one.
- Research the company before filling out the application.
- Keep a copy of your application.
- Be sure that your application clearly states that you have the desired/required experience and education.
- Don't hesitate to incorporate the terminology used in the job description (e.g. customer service, organizational skills) to reinforce that you are the right candidate for the job.
- Be truthful and accurate.
- Contact references before using them.
- Always provide contact information. Ideally, you should provide more than one means of contact.
- Don't limit your hours of availability unless you are not available at those times.
- Have someone proofread your application for typos, misspellings, and grammatical errors.
- List your most recent experience first.
- Use black ink on written applications.
- Dress professionally if dropping your application off in person.

Online Application Practice:

- Go to <http://www.stratford.lib.ct.us/job/practiceapplication.html> and fill out the application completely.

Pima County Public Library Resources:

www.library.pima.gov

(520) 791-4010

Computers, WiFi, and Computer Classes

- **Computer Classes:** Many libraries offer free computer classes including introductory classes in Basic Computer, Internet Explorer, Email, Microsoft Word, and Online Job Searching classes.
- **Free Wireless Internet:** The library offers free WiFi at all of our locations except Flowing Wells Branch, Salazar-Ajo Branch, and Oro Valley Public Library.
- **Free Computer Access:** All public libraries offer free computer access. Computers have Microsoft Office software and high-speed Internet connections. Reservation times vary by branch.

Electronic Resources:

- **LearningExpress test preparation:** Offers Border Patrol, ASVAB, GED, Law Enforcement, Real Estate, SAT, TOEFL, Nursing practice tests, and more.

- **Tell Me More language learning:** A comprehensive language learning method (including English) that combines the richness of content with the flexibility and interactive features of multimedia.
- **Career Information Center:** Over 700 job profiles that include a job summary chart, a job description, and up-to-date salary information.
- **My Skills Tutor:** Offers math, language arts, and science tutorials from basic through high school levels.

GED and Language Classes:

- **GED Classes:** Free GED preparation classes are offered at some branches. Please call 791-4010 for more information.
- **English Classes:** Free English-language learning classes in some branches. Please call 791-4010 for more information.

Job Website:

- www.library.pima.gov/research/guides/jobs.cfm Whether you are choosing a career, searching for work, or researching an employer, Pima County Public Library's Jobs web site offers helpful links to local and national resources.

Circulating Collection:

- The library collection contains over one million items. Check out our **resume, interviewing skills, and cover letter** books today!

Community Resources:

FINANCIAL ASSISTANCE:

Filing for Unemployment Insurance:

Arizona Department of Economic Security: <https://egov.azdes.gov/CMSInternet/main.aspx?menu=234&id=2550>

Arizona Community Action Association: (602) 604-0640

Provides listings of community resources for low-income individuals.

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

FRAUD CHECK:

Tucson Better Business Bureau:
696-2827

Tucson: (520) 888-5353 Outside Tucson: (800)

Offers assistance in researching the legitimacy of area businesses and charities.

<http://tucson.bbb.org/>

PIMA COUNTY EMPLOYMENT ASSISTANCE:

Pima One-Stop Career Centers:

Comprehensive One-Stop Centers provide a variety of services to help people seeking employment to link up with prospective employers. <http://www.pima.gov/ced/cs/onestop/JobSeekers.html>

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Kino Service Center
2797 E Ajo Way
Tucson, AZ 85713
(520) 243-6700
Rio Nuevo Service Center
340 N Commerce Loop
Tucson, AZ 85745
(520) 798-0500

Services offered by both locations:

Resume Building workshops
Employability Skills workshops
Beginning PC Skills classes
PC Fundamentals classes

Copiers & fax (free for job searchers)
Computers with 2 hour time limits
GED classes: call (520) 884-8628

The Jackson Employment Center: (520) 838-3300

The Jackson Employment Center specializes in helping the homeless find work.

OTHER EMPLOYMENT ASSISTANCE:

Beacon Foundation (520) 622-4874 extension 130, 131, 133 or 157

The Beacon “Development/Placement program prepares people with any disability-mental or physical- for the responsibilities of an independent work environment.”

<http://www.tetracorp.com/beaconprograms.shtml>

Desert Survivors, Inc. Employment Services (520) 884-8806

“Desert Survivors is a "home grown" human service agency founded in 1981 in Tucson, Arizona. It is a unique nonprofit organization combining the appreciation and preservation of the Sonoran Desert with innovative and effective services to enhance the lives of people with disabilities.” <http://www.desertsurvivors.org/>

Las Artes Arts and Education Center: (520) 243-5050

“Las Artes offers a unique learning environment for youth ages 16-21. Structured classroom study combined with community art projects allow students to prepare for general educational development (GED) testing, and build employability skills by participating in community art projects.” <http://www.pima.gov/CED/CR/LasArtes.html>

Linkages – (520) 571-8600

“LINKAGES is a non-profit agency which provides employers with one central point of contact to access qualified people with disabilities who want to work.” www.linkagestucson.com

Open Inn, Inc. – Casa Program (520) 670-9040

“Youth ages 14- 28, who are preparing for independent living, are offered the opportunity to learn employment skills, home management, health, recreation, problem-solving, and communication skills.” <http://openinn.org/programs/life-skills-classes-2/>

Pima Council on Aging – Mature Worker Connection (520) 623-3304

The Mature Worker Connection is “a nonprofit referral and job placement service for Pima County, Arizona residents age 50 and older.” <http://www.matureworkerconnection.com/>

Primavera (520) 882-5383

“Primavera's employment services help homeless and near homeless adults learn new skills, enter or re-enter, and succeed in the job market.” http://www.primavera.org/employment_programs.php

Prisoner Re-Entry Partnership (PREP) (520) 547-3341

“The Prisoner Re-Entry Partnership (PREP) is designed to assist newly ex-prisoners in the community through an employment-based program that incorporates housing, mentoring, job training, and other services.” http://www.primavera.org/prisoner_reentry.php

Project P.P.E.P., Inc. – Employment Services 1-800-376-3553

“PPEP Training Center for Employment, commonly referred to as PPEP TEC, is a nationally recognized award-winning statewide system of schools serving rural residents of Arizona. We provide Adult Basic Education, English as a Second Language, and industry-specific vocational training such as CDL license preparation.” Tucson’s facility offers job training, work experience, resume building, and interviewing skills opportunities. <http://www.ppep.org/postsec/index.html>

Tucson Indian Center – Job Training & Placement (520) 884-7131

“Employment services are designed to assist adult Native Americans living off reservation with the following: job development, job referrals, completing applications, developing resumes, and practicing interview skills.” <http://www.ticenter.org/services.html>

Tucson Urban League, Inc. – Employment Related Services (520) 791-9522

“The Urban Youth Empowerment Program (UYEP) is an initiative funded through the Department of Labor. It is sponsored by the National Urban League to provide career preparation to "High-Risk" out of school and/or adjudicated youth ages 18-21. The goal is to ensure self-sufficiency through community service, continued education, and unsubsidized employment.”
http://www.tucsonurbanleague.com/employment_training.html

Tucson Youth Development, Inc. (520) 623-5843

Provides employment, training, and educational services to youth aged 14 to 21.
www.tucsonyouth.org

YWCA (520) 884-7810 ext. 113

“The YWCA’s PHASE/YWorks program is designed to address the employment needs of women who are unemployed, underemployed, or transitioning in the workforce.”
www.ywcatucson.org