

Jobs and Volunteer National Resources and Websites

Organization/Person	Website	Services Offered
AARP - 601 E Street NW Washington, DC 20049; Tel: (888)-687-2277	http://www.aarp.org/	A source for information about <u>volunteering</u> , finding <u>jobs</u> and more. Click on the "Making a Difference" tab to get started.
Microsoft - Elevate America Program (Web Site)	www.microsoft.com/elevateamerica	Microsoft's new <u>educational program</u> . There are free and low cost options available for learning about Microsoft topics to help you improve your <u>technology skills</u> .
Microsoft Office Training (Web Site)	http://office.microsoft.com/en-us/training/	A collection of free tutorials and information for anyone that wants to learn how to use <u>Microsoft Office</u> applications (Word, Excel, Publisher, etc...).
Monster.com (Web Site)	www.monster.com	Use this web site to <u>find jobs</u> , <u>post a resume</u> for employers to review, and to find job searching advice.
Encore.org (Web Site)	www.encore.org	Provides free information that helps individuals transition to <u>jobs and volunteer opportunities</u> in the nonprofit world and the public sector. Produced by Civic Ventures.
Civic Ventures - (Web Site)	http://www.civicventures.org/	Geared towards older adults, this organization helps people use their experiences to <u>make a difference</u> during the second half of adult life.

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Career Builder - (Web Site)	http://careerbuilder.com	Similar to Monster.com, <u>find jobs</u> , <u>post a resume</u> , and find job searching and career advice.
Careers.com - (Web Site)	http://www.careers.com	Owned by Career Builder.com. Lists <u>jobs</u> by type and geographical location.
Career Journal - (Web Site)	http://www.careerjournal.com	Articles from the Wall Street Journal that highlight the <u>current trends and issues</u> in career and <u>job search</u> subjects.
The Riley Guide - (Web Site)	www.rileyguide.com	Practical advice on all aspects of <u>online job searching</u> and the job application process.
Craigslist - (Web Site)	www.craigslist.org	Another <u>job bank</u> that may be useful to search.
Job Star - (Web Site)	www.jobstar.org	This job site offers a wide range of information for <u>job seekers</u> including sample resumes, resume tips and advice, and search techniques.
USA Jobs - (Web Site)	www.usajobs.opm.gov	A one stop source for <u>federal jobs</u> and employment information.
EBSCO - Career Library (Web Site / Library Database)	Speak to a Staff Member about access.	The Career Library is a career guidance product that offers students, counselors, teachers, and parents career information and guidance.