

Job Readiness Resources

▪ Missouri Outreach and Extension

- <http://extension.missouri.edu/regions/>
- Each county has an office-each region has a business specialist that could teach classes or meet with clients individually, specializing in Business Development

▪ Resume Prep

- <https://www.missouricareersource.com/mcs/mcs/default.seek> - This website has a very user friendly format to develop a resume by imputing basic education and work history information
- http://www.ded.mo.gov/researchandplanning/occupations/career_guide.stm - This is on the MERIC web-site and takes you directly to the Missouri Career Guide.
- <http://www.resumetemplates.org/> - This site includes free resume templates for over 250 different jobs, resume writing tips, and job interviewing tips.
- <http://hotjobs.yahoo.com/resume> - contains excellent guidance regarding building a resume. It also is part of "hotjobs" which is a great resource for job openings.
- <http://my.monster.com/> - tools for building the resume online, and submitting through "monster."
- <http://www.write-a-resume.org/> - Step by step explanation of each part of the resume.
- <http://www.rileyguide.com/jobs.html> - excellent articles and links regarding resumes (paper or internet), job search and business plans.
- <http://www.collegegrad.com/resumes/> - great guidance with templates and samples for various professions.
- <http://www.quintcareers.com/job-seeker.html> - numerous topics covered

▪ Computer Skills

- <http://office.microsoft.com/en-us/training/FX100565001033.aspx> This is free training on running the office programs and is geared to people of all different skill levels.
- <http://www.alternativechance.org/Links-to-Job-Training-Job-Readiness-and-More> Learn email, typing, links to free computer skills training.

- <http://www.gcflearnfree.org/> - Online learning modules you can complete at your own pace in math & money, computer training and work and career. Sponsored by Goodwill Community Foundation
- **Career Planning**
 - <http://www.bls.gov/OCO/> - Bureau of Labor Statistics
 - <http://www.missourieconomy.org/> -Career Information/Employment Statistics
- **Soft Skills/Job Readiness**
 - Centers for Independent Living (CIL) – <http://dese.mo.gov/vr/il.html>
 - <http://www.ndlifelonglearningresourcecenter.com/AdultLearningCenter/Job%20Readiness1.htm> – This is for business etiquette, dress for success
 - <http://www.quintcareers.com/job-seeker.html> - This site includes dressing for success, interviewing and resume development.
- **Job Postings**
 - <http://www.indeed.com/jobs>
 - <http://www.snagajob.com>
 - <http://www.allretailjobs.com>
- **Offenders**
 - <http://www.ides.state.il.us/exoffenders/default.asp> - Helpful resource for working with offenders re entering the job market and the types of positions they could be accepted/considered for.
 - <http://beyondtheconviction.org/blog/> - Kansas City based services for ex-offenders