

“THE VIRTUAL CAREER CENTER”
Career Planning and Assessments



- **Career Development e-Manual:** This site from the University of Waterloo allows you to participate in the step-by-step career/life planning process. www.cdm.uwaterloo.ca/
- **Career Key:** This site allows you to create a personal career key using Holland’s code of 6 personality and work environment types. You can then use your career key to identify groups of jobs likely to fit you. www.careerkey.org/english/
- **What can I do with a major in...?** – A great site from the University of North Carolina at Wilmington that lists majors and provides related career titles and web sites. www.uncwil.edu/stuaff/career/majors
- **Choosing a Major** – The College of William and Mary offers information on selecting a major, occupation and other job search information. www.wm.edu/csr/Student/open.html
- **Major Resources Kit** – This kit at the University of Delaware links academic majors to career alternatives by providing information on career paths, sample job titles, and a short bibliography of related resources. www.udel.edu/CSC/mrk.html
- **Occupational Outlook Handbook** - A nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the *Handbook* describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations. www.bls.gov/oco/
- **2002-03 Career Guide to Industries** – This guide provides information on available careers by industry, including the nature of the industry, working conditions, employment, occupations in the industry, training and advancement, earnings and benefits, employment outlook, and lists of organizations that can provide additional information. The *Career Guide* is a companion to the *Occupational Outlook Handbook*. www.bls.gov/oco/cg/
- **Keirsey Temperament Sorter** – A fun, interesting, and revealing self-assessment that tells you if you're an Artisan, Guardian, Rational or Idealist. www.advisorteam.com/user/ktsintrol.asp
- **Virginia View** – is the Career Information System for the Commonwealth of Virginia. This provides information to all citizens about educational and career opportunities. www.info.vaview.vt.edu/

- **Career One-Stop** - Explore alternative career paths, compare salary data for different occupations, learn which careers are hot, get resume writing tips and job interview strategies, and much more. www.careeronestop.org/
- **Discover** – An online Career Planning Assessment tool. Contact the One Stop Career Center for a login token at 865-5876. www.act.org/discover
- Guide to Career Prospects in Virginia - http://www.ccps.virginia.edu/career_prospects/
- Salary information: Research the salaries you might expect in your chosen career. www.salary.com
- Careers in Business: This link leads to a variety of business job descriptions. The descriptions include the type of personalities and temperaments that do well in each field of business, and include related jobs. www.careers-in-business.com
- Military Careers
 - Air Force (<http://www.af.mil/careers/>)
 - Army (www.goarmy.com)
 - Guard and Reserve (<http://www.military.com/Recruiting/GuardorReserve/0,13387,105,00.html>)
 - Marines (www.marines.com)
 - Navy (<http://www.navy.com/>)
 - U.S. Coast Guard (<http://www.uscg.mil/jobs/>)

Job Hunting—Online Resources:

All Star Jobs: <http://www.allstarjobs.com/>

Career Builder: <http://www.careerbuilder.com>

Career One-Stop: <http://www.careeronestop.org>

Career Web: <http://www.employmentguide.com/>

Employment Guide: <http://www.employmentguide.com/index.html>

Federal Jobs Digest: <http://www.jobsfed.com/rp/cgi/homepage.cgi>

Hampton Roads employers: http://data.pilotonline.com/connect/sub_search.cfm

Hampton Roads listings: <http://www.dailypress.com/classifieds/>

Hampton Roads Help Wanted.com: <http://regionalhelpwanted.com/>

Hire Diversity: <http://www.hirediversity.com/>

Hoover's Online: <http://www.hoovers.com/free/>

K-12 education opportunities: http://k12jobs.com/template_index.php

Virginia Department of Personnel and Training: <http://www.dpt.state.va.us/>

Virginia Education Employers: <http://www.pen.k12.va.us>

Virginia Employment Commission: <http://www.vec.state.va.us/vecportal/>

Virginian Pilot's listings: <http://jobs.hamptonroads.com/>

Women and Minority Career Information: <http://www.advancingwomen.com/wominop.html>

Resumes and Cover Letters:

Monster.com résumé tips: <http://resume.monster.com/>

National Association of Colleges and Employers Job Web:
http://www.jobweb.com/Resumes_Interviews/default.htm

Quintessential Careers: http://www.quintcareers.com/online_resume_guide.html

Résumé Tutor: <http://www1.umn.edu/ohr/ecep/resume/>

Riley Guide to Résumés and Cover Letters: <http://www.rileyguide.com/cover.html>

Yana Roger's "Your Burning Questions about Résumés":
<http://www.damngood.com/jobseekers/askYana7Chat.html>

Cover Letters: <http://www.students.vcu.edu/careers/strategy/letters.html>

Interviewing:

Informational Interviewing Tutorial:
http://www.quintcareers.com/informational_interviewing.html

Monster.com interview tips: <http://interview.monster.com/virtualinterview/campus/>

Riley Guide to Networking, Interviewing and Negotiating:
<http://www.rileyguide.com/netintv.html>

**For Additional Information, Please Contact Thomas Nelson Community College
Workforce Services and Cooperative Education at 757-865-5878.**