

# Fact SHEET

## JobZone - [www.jobzone.ny.gov](http://www.jobzone.ny.gov)

### Career Management for Adults

The New York State Department of Labor now offers **JobZone**, a free, interactive resource to help adults manage their careers.

#### **JobZone is the perfect tool for:**

- Planning your future
- Organizing your job search
- Assessing your career interests and skills
- Developing customized resumes
- Exploring over 800 careers

Take your job search to the next level with JobZone! With local information on job openings, training, job fairs, One-Stop Career Center locations and jobs in demand, JobZone has what you need to make the right choices.

#### **Creating a Portfolio**

Go to the JobZone site at [www.jobzone.ny.gov](http://www.jobzone.ny.gov) to build your personal portfolio. Click on the green button to create a free account. The registration is quick and easy.

#### **Keeping Your Information Secure**

JobZone uses Secure Socket Layer (SSL) encryption to provide a password-protected, secure storage area for all your career management and job search information.

#### **JobZone Portfolio Modules**

After you have created your free Portfolio account, click any module to begin. JobZone makes it easy to explore your options, review jobs, or get the training necessary to take the next step in your career.

The Career Exploration section contains tools to discover what the working world has to offer. Modules include:

- Occupations
- Training
- Colleges
- Job Search Journal

The Self Exploration section allows you to match your personality and skills with the world of work. Modules include:

- Career Interests
- Work Values
- Skills Survey

The **Resume Preparation** section lets you build and store multiple resumes, customized for the jobs you want. Modules include:

- Contact Information
- Work Experience
- Volunteer Experience
- Education History
- Resume Builder

#### **Now What?**

Your personal Portfolio is available to you each time you sign in to the JobZone web site. Update your portfolio as your needs and situation change. Take charge of managing your career with JobZone.

#### **Questions/Comments**

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