

There are many resources available to anyone looking to re-enter the workforces. Here are some community and Internet resources we like:

JOB SEARCH RESOURCES

RESOURCES IN GAINESVILLE:

- **FloridaWorks – Alachua County** (352) 955-2245 www.floridaworksonline.com
4800 SW 13th St. Gainesville, FL 32608
This federally funded Workforce Board provides a variety of free services such as Career Counselors to help simplify the process and resume-posting on their website which enables you to search local job listings. FloridaWorks also provides free services such as child care, transportation assistance, computer training classes, FAX machine and computer usage, professional networking group meetings, and more. Other news and job information can be found by subscribing to their free electronic newsletter at info@floridaworksonline.com
- **Kelly Services** (352) 335-7800 www.kellyservices.us
2210 NW 40th Ter. #B Gainesville, FL 32605
Kelly Services' goal is to build your career by matching your skills and needs to the best positions available. This private staffing company has offices around the United States as well as internationally. Kelly Services can place you in temporary, temporary-to-permanent, and direct-hire positions available across countless job levels. The company's services cover a variety of industries from science, law, healthcare, IT, engineering, and education.

INTERNET RESOURCES:

- **Monster.com**
The largest online job search engine, users can create a profile, search for jobs, and use features to help personalize and plan your career. Monster.com has options to conduct a local job search as well as an international job search.
- **CareerBuilder.com**
A popular search engine to search job postings but it also provides other useful tools including job recommendations and career tests.
- **EmploymentGuide.com**
This site not only lets you browse local jobs, this site also lists training courses, college degree programs, dates of local job fair, and a specific "Work at Home" category.

NETWORKING RESOURCES

RESOURCES IN GAINESVILLE:

- **Gainesville Area Women's Network (GAWN):** *Local networking organization founded in 1981 focused on supporting women in a diverse mix of careers and personal interests. In addition to meeting GAWN offers Speed Networking events, free quarterly workshops, advertising opportunities and much more. (www.gawn.org)*

INTERNET RESOURCES:

- **Women for Hire: Professional Networking:** Targeted specifically at women, this site provides information on all things related to networking including topics such as 'Networking Made Easy', 'Remembering Names', 'Business Cards', 'Finding a Mentor', and more. (http://www.womenforhire.com/advice/professional_networking)
- **WebMomz: Powerful Networking Tips for Women Who Don't Like Networking:** Interesting and relevant article on a site targeted towards working women with children (<http://www.webmomz.com/Direct-Selling/direct-selling-woman-networking.shtml>)

GAINESVILLE RESOURCES

- **Center for Innovation and Development Incubator:** Supports entrepreneurs through access to business development resources, shared office space, administrative and technical support, and available professional meeting space. (<http://www.sfcollege.edu/cied/entinc.shtml>)
- **UF's Center for Entrepreneurship and Innovation:** Information on Entrepreneurship Events in Gainesville and Graduate-Level Small Business Consulting. (www.cba.ufl.edu/fire/entrepreneurship/)

USEFUL INTERVIEWING WEBSITES

- **Job Interview Questions:** Provides helpful general information for all stages of the interview process including sample questions, salary negotiations, and more (<http://www.jobinterviewquestions.org/>)
- **Women for Hire: Job Interview Preparation and Advice:** Targeted specifically towards women includes information on company research, how to handle difficult questions, thank-you letters and more (http://www.womenforhire.com/advice/job_interview_preparation_and_advice)
- **Women Work! The Job Interview:** Again, targeted specifically toward the female interview experience, a great source for interview information and tips (http://www.womenwork.org/resources/tipsheets/job_interview.htm)

USEFUL RESUME WEBSITES

- Resume Categories and Effective Key Phrases and Words
 - **Monster Trak: Key Resume Phrases and Words:** Provides practical help in writing a more readable and effective resume (www.monstertrak.com/career-guide/entry-level-job-search/keyword-phrases)
 - **Ready Resumes: 200+ Power Words Recruiters Love:** Lists direct and descriptive words that will add 'extra energy' to any resume section (www.readyresumes.com/200-power-words-recruiters-love.php)
- Checklist and Tips

Ready Resumes: Double Checks: The Top 10 Resume Killers to Avoid: A final resume checklist to avoid fatal resume mistakes
(www.readyresumes.com/avoid-top-10-resume-killers.php)

Winning Resumes: Provides a series of checklists all resumes must include
(www.winningresumes.com.au/advice.html)

- Free Sample Resumes

Quintessential Careers: Provides extensive job search recommendations include several free sample resumes (www.quitcareers.com)

Best Sample Resume: Provides thousands of sample resumes broken down by industry and then job level along and includes industry-specific tips, action words and more (www.bestsampleresume.com)

- General Help

Resumes and Cover Letters: Designing Your Resume: Extensive review of all aspects of resume design. Especially helpful when one scans for the 'functional' sections
(www.mecca.org/~tschieff/AVIATION/Online_CC/ResumesandCoverLetters.htm)

Women Work! Writing a Resume: Tailored specifically towards the female job search experience, this site provides valuable practical advice on all aspects of career-hunting, including resumes.
(<http://www.womenwork.org/resources/tipsheets/resume.htm>)

USEFUL PROFESSIONAL DRESS WEBSITES

- **Women for Hire: Professional Dress and Appearance:** Professional dress do's and don'ts, season-specific career wear advice, style-adding advice and so much more.
(www.womenforhire.com/advice/professional_dress_and_appearance)
- **Quintessential Careers: Dressing at the Interview:** Interview-specific professional dress advice. (http://www.quintcareers.com/dressing_at_the_interview.html)

USEFUL SALARY NEGOTIATION WEBSITES

- **Salary.com: Salary Negotiation Article:** Lengthy and informative article about all aspects of salary negotiations
(www.salary.com/personal/layoutscripts/psnl_articles.asp?tab=psn&cat=cat011&ser=ser031&part=par186)
- **Women Work! Salary Negotiation:** Practical advice on salary negotiations that is targeted specifically towards women
(<http://www.womenwork.org/resources/tipsheets/salarynegotiation.htm>)
- **Women Work! Non-Traditional Careers 101:** Perhaps consider these non-traditional jobs traditionally held by men as their salaries and benefits often exceed those of conventional jobs (<http://www.womenwork.org/resources/tipsheets/nontrad.htm>)

- **US Equal Employment Opportunity Commission:** *Review your rights of wages and benefits in the case of any discrimination (www.eeoc.gov)*