

# Taken from The Rigell Report: May 2016

## Job Seeker's Toolkit

**USAJobs Resume Builder:** If you're applying to a federal government job, this website will help you create and post your resume online for employers to review.

**Resume Builder:** If you're looking for work outside of the federal government, this easy-to-use tool will help you create, store, update, and post your resume online.

**Letter Builder:** Similarly, this tool will help you create, store, and update the letters you will need during a job search, such as a letter of recommendation or a cover letter.

**VA for Vets Resume Building Guide:** The Resume Building Guide describes the federal recruiting process, identifies the characteristics of good and bad resumes, provides samples of good resumes and cover letters, and presents many excellent resources sponsored by the VA and the VA for Vets program.

### **Getting your foot in the door:**

Internships, fellowships, and vocational training programs provide great opportunities to network with professionals in your desired career field, build work experience, and develop skills and qualities desired by job creators.

**Virginia Training and Education Programs:** Easily locate a training or educational program that is related to your occupation or field of interest here.

**'Pathways' for Students and Recent Graduates:** The Pathways Programs offer clear paths to federal internships for students from high school through post-graduate school and career opportunities for recent graduates. It also provides meaningful training and career development opportunities for individuals who are at the beginning of their federal service.

**The Presidential Management Fellows Program:** For recent graduates who have a strong academic record and an interest in government service, the Presidential Management Fellows (PMF) Program offers unique opportunities.

### **Searching for and applying to jobs:**

Constituents often contact our office inquiring about job opportunities within the federal government. Below are some resources that should help anyone interested in finding employment in Virginia or with the federal government.

**Local Job Fair Directory:** The Virginia Employment Commission maintains a list of upcoming job fairs in the Commonwealth of Virginia. Find one near you today.

[Find Job Openings](#): The Virginia Workforce Connection website maintains a job database that allows you to search for employment in Virginia by job type, employer, education, skills, and more.

[USAJOBS.gov](#): USA Jobs is the official site for current federal jobs and employment information. Users can learn about the benefits of federal employment, and search for federal job openings.

[JAN on the Web](#): The Job Accommodation Network is a service of the Department of Labor Office of Disability Employment Policy. It provides information about job accommodations for people with disabilities. Resources are also available through its 1-800-ADA-WORK hotline.

[America's Job Bank](#): America's Job Bank is one of the most visited sites operated by the Department of Labor. It provides a searchable database of over one million jobs, and allows users to post their resumes online.

### **Managing finances and investing in your future:**

Be proactive! The best time to save for your future is now. Whether you're just starting out or changing careers, it's important to understand what retirement plans, loan repayment strategies, and other benefits and resources are available to you. Ten, twenty, or even fifty years from now, you'll be glad you started today.

[Employee Benefits](#): The Bureau of Labor Statistics provides benefits data that can help you better compare your total compensation from one job to another. This data is available for broad occupational groups and across the U.S.

[Virginia Workforce Connection Financial Assistance](#): Explore potential sources of financial assistance for training programs that may interest you.

[Tax Preparation](#): Certain tax credits are available to Americans who paid education expenses for themselves, their spouse, or for their dependent. This webpage helps you determine what, if any, credits you are eligible for.

[Repaying Federal Student Loans](#): Get information about managing repayment of your federal student loans here.

[Scholarships for Military Families](#): The Department of Education offers scholarship opportunities for military families. Learn more here.