

## ELECTRONIC TOOLS GUIDE FACT SHEET

The Department of Labor's electronic tools assist millions of Americans every month with their employment-related needs. These Web-based tools provide solutions for:

Unemployed Workers	Career Counselors	Economic Developers
Educators	Job Seekers	Parents
Students	Workforce Professionals	Businesses

### Descriptions:

**CareerOneStop** ([www.CareerOneStop.org](http://www.CareerOneStop.org)) is the pathway to career success and includes tools to help job seekers explore careers, investigate salary and benefit information, research education and training opportunities, plan a job search and browse job sites, write and improve resumes and cover letters, and prepare for a job interview. In addition, the CareerOneStop Web site provides links to workforce and labor market information Web sites that contain local information resources and tools.

**mySkills, myFuture** ([www.myskillsmyfuture.org](http://www.myskillsmyfuture.org)) enables job seekers and intermediaries to match a worker's occupational skills and experiences with the skills needed in other occupations, in order to enhance their career mobility and economic prospects. *mySkills, myFuture* is designed for use as either a self-help tool or with the assistance of expert advisers.

### CareerOneStop's Worker ReEmployment portal

<http://www.careeronestop.org/ReEmployment/> is designed to assist impacted workers following job loss, and to connect laid-off workers to needed resources for training, reemployment, career planning, financial and emotional help during the process of job transition.

### CareerOneStop's Auto Worker ReEmployment

([www.careeronestop.org/ReEmployment/Auto](http://www.careeronestop.org/ReEmployment/Auto)) provides quick access to vital resources for laid-off auto workers. Workers in Michigan, Ohio, Illinois, Indiana and other states will find quick links to their state's resources for unemployment benefits, healthcare options, financial assistance, job search assistance, and more.

**America's Service Locator** ([www.servicelocator.org](http://www.servicelocator.org)) connects people to local offices providing employment and training services. It provides maps and driving directions to the nearest One Stop Career Center, and unemployment insurance filing assistance. America's Service Locator has information on more than 20,000 local resources and offices.

**Toll-Free Help Line** (1-877-US2-JOBS, TTY: 1-877-889-5627) provides a full range of basic information about workforce program services for both workers and employers, as well as locations to One Stop Career Centers and other offices, including unemployment insurance assistance. Information is available in over 160 languages.

**O\*NET OnLine** ([www.onetcenter.org](http://www.onetcenter.org)) enhances businesses' hiring and retention efforts and supports workers and students in career planning by accessing key data for identifying and developing workplace skills.

**Workforce3One** ([www.workforce3one.org](http://www.workforce3one.org)) is an online library of resources to help workforce leaders and frontline staff meet the employment and training needs of their communities. Users can share best practices; access virtual training, tools and resources; and join online communities to connect to experts and peers.