



Better Jobs

*Tips & Techniques for
the Job Seeker*




What is a “Better Job”





- More Money
- Full time vs. Part-time
- Medical Benefits
- Dental Benefits
- Generous Paid Time Off
- Satisfaction






Web Sites We'll Cover



- Career Transitions
- Learning Express Library
- Testing and Educational Reference Center
- Reference USA



Job Boards

- Competition
- Stale Ads
- No Real Job
- Unadvertised Jobs



The 'Hidden' Job Market

The Employer

- may be very small and does not have the resources to advertise the opening.
- hires search firm conducts confidential search.
- uses social media to find candidates.
- wants to get referrals before or instead of advertising the vacancy.
- does not want to reveal plans to competitors.
- needs to confidentially replace a nonperformer.



1. Career Transitions

GET A NEW JOB

SEARCH JOBS, INTERNSHIPS, & MORE.

Job Title City, State, or Zip Code

Search is backed by Indeed.com

WRITE A RESUME

Create a resume to send to potential employers

WRITE A COVER LETTER

Prepare a cover letter to send with your resume

TIPS & ADVICE

Get tips about resumes, applying, and interviews

INTERVIEW SIMULATION

Prepare for job interviews with our interview simulation

DISCOVER A NEW CAREER

ASSESS YOUR CAREER INTERESTS

BROWSE CAREER PATHS

MATCH EXPERIENCE TO NEW CAREERS

Find Schools & Programs

Assessing Career Interests

[Assess Your Career Interests](#)

SELF-ENRICHMENT EDUCATION TEACHERS



Overview

Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may or may not take place in a traditional educational institution.

[Typical Activities](#)

[Common Tools](#)

[Career Videos](#)

[Career Ladder](#)



Your Career Path

BROWSE CAREER PATHS

Browse career categories below or enter a specific career in the box to find the closest match to a career that interests you

[What can I do here?](#)

I'm interested in learning about this career:

Browse Career Categories



Agriculture, Food, and Natural Resources



Architecture and Construction



Arts, Audio/Video Technology, and Communications



Business, Management, and Administration



Education and Training



Finance



Government and Public Administration



Health Science



Hospitality and Tourism



Human Services



Information Technology



Law, Public Safety, Corrections, and Security

1. Browse the 16 Career Clusters
2. Search for a specific Career



Career Profile

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1. Monitor students' performance to make suggestions for improvement and to ensure that they satisfy course standards, training requirements, and objectives.
2. Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.
3. Enforce policies and rules governing students.
4. Maintain accurate and complete student records as required by administrative policy.



Additional Features

- Match Experience to New Careers
- Search Schools & Programs
- A Day in the Life Videos
- Tips & Advice

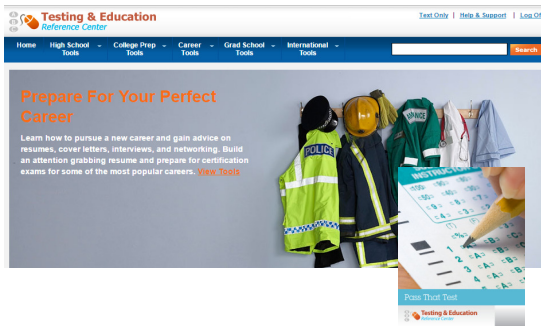
"I need to search for a program to teach me how to be an aircraft mechanic."

"How can I be self-employed?"

What is it like to be an accountant?

I've worked as a Aircraft Fuel Systems Apprentice. Careers I might consider are....


2. Testing & Education Reference Center



3. Learning Express Library



4. Reference USA



[ABOUT US](#) [HOW DO I ACCESS?](#) [DATABASES](#) [LEARNING CENTER](#) [FAQ](#)

The premier source of information for reference and research

Offers Accurate Data on 45M Businesses and 273M Consumers

Available Databases

Select a Database to Get Started

U.S. Businesses

45 Million Businesses

1.6 Million Closed Businesses

SEARCH MORE INFORMATION

Canadian Businesses

1.9 Million Businesses

U.S. Historical Businesses


183 Million Historical Records

U.S. Jobs / Internships



2.5 Million Job Postings

U.S. Businesses

The U.S. Business database contains a total of 45 million businesses including 16 million verified and 29 million unverified businesses that are updated monthly. It is the only business database that is enhanced with more than 24 million phone calls per year providing you with the most accurate data possible.



Better Jobs Wrap-Up



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