



ONLINE RESOURCES

NCWorks Online is a one-stop online resource for job seekers and employers in North Carolina. Job seekers can search for jobs, create resumes, and find education and training.

⇒ [NCWorks Online](#) Website

O*NET OnLine is a primary source of occupational information. An interactive application for exploring and searching occupations, it also provides Career Exploration Tools and a set of valuable assessment instruments.

⇒ [ONET Online](#) Website

CareerOneStop is a resource to learn about and find career information, locate resources, and career advice.

⇒ [CareerOneStop](#) Website

Microsoft Office is an online resource offering free resume and cover letter templates.

⇒ [Microsoft Office](#) Website

Hloom.com offers a myriad of templates for chronological, functional, and combination resumes. They also have resume templates that are ATS friendly.

⇒ [Hloom](#) Website

ADDITIONAL ONLINE RESOURCES

⇒ [UpToWork](#) – Guide with various job resume examples.

⇒ [Jobscan Blog](#) – Article on *8 Things You Need to Know About Applicant Tracking Systems*

⇒ [LiveCareer](#) – Resume Tip on *Optimizing and Formatting Your Job-Search Resume for Applicant Tracking Systems*