

# RESOURCES TO BUILD YOUR SKILLS AND FIND JOBS-- FOR FREE (SOURCE | GCN.ORG.)

The following resources will help you learn about different jobs and how they may fit your career preferences. You will also find career interest assessments to match your skills and interests to the career path or job that best fits you.

**NFCC Job Coaches and Career Mentors** can help you find the right resource for you and help you discover your potential. Email [cdrake@nfcchelp.org](mailto:cdrake@nfcchelp.org) if you would like to connect with one of our coaches.

## SKILL ASSESSMENTS, TRAINING & CAREER OPTIONS

### CAREER ONE STOP

Sponsored by the U.S. Dept. of Labor. Use this website to explore careers, training, and job search resources. <https://www.careeronestop.org/>

### MY NEXT MOVE (O\*NET)

The O\*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work. Discover what you want to do and how to get there with continued education or applying for a job. <https://www.mynextmove.org/explore/ip>

### MYSKILLS MYFUTURE

Build a bridge to your new career, explore career options, and expand your job search. Use the search feature to enter your previous occupation to see types of careers your skills and experience will transfer to. <https://www.myskillsmyfuture.org/>

## DIGITAL SKILLS ASSESSMENTS

### NORTHSTAR DIGITAL LITERACY ASSESSMENTS

Free assessments are available for essential computer skills, essential software and productivity skills, and using technology in daily life. Take tests, receive digital badges when you pass an assessment and even earn certificates when you pass a course. <https://www.digitalliteracyassessment.org/>

## FUNDAMENTAL COMPUTER AND DIGITAL SKILLS

Advance your career with fundamental computer skills needed for today's job market.

### APPLIED DIGITAL SKILLS (GOOGLE FOR EDUCATION)

These lessons will help you prepare for and find your next job while exploring various career paths. <https://applieddigitalskills.withgoogle.com/en/jobs>

### GCFLEARNFREE.ORG

From G Suite, Microsoft Office and email, to reading, math, and more, GCFLearnFree.org offers more than 200 topics on more than 7,000 lessons with more than 1,000 videos, and more than 50 interactives and games – all completely free to you! <https://edu.gcfglobal.org/en/>

## **GOOGLE G SUITE LEARNING CENTER (G SUITE)**

The G Suite Learning Center provides 10- to 15-minute micro-learning modules to equip you to use Google's GSuite (Gmail, Docs, Sheets, Slides, Drive). [gsuite.google.com/learning-center](https://gsuite.google.com/learning-center)

## **APPLIED DIGITAL SKILLS (GOOGLE FOR EDUCATION)**

Learn practical digital skills using Google's free video-based lessons. G Suite tools to help sharpen your skills in these areas: Sheets, Slides, Docs, Gmail, Calendar, and Drive. <https://applieddigitalskills.withgoogle.com/en/digital-training>

## **MICROSOFT DIGITAL LITERACY**

Digital skills help us connect, learn, engage, and create more promising futures. Learn how to effectively use devices, Microsoft software (Word, Excel, PowerPoint), and the internet to collaborate with others and discover, use and create information. <https://www.microsoft.com/en-us/digitalliteracy/home>

# **MORE EDUCATIONAL RESOURCES**

## **AARP LEARN@50+**

AARP's no-cost, online educational programs including job search skills, family caregiving and new technology. Topics include Work and Jobs, Caregiving, Technology and Online Safety, Social Security, Medicare, Fraud, and more. <https://learn.aarp.org/>

