

WE ARE YOUR DOL



Department of Labor

# JOBZONE - WWW.JOBZONE.NY.GOV

Career Management for Adults

JobZone is a no-cost, interactive resource developed by the New York State Department of Labor to help adults manage their careers. The tool provides password-protected storage of career research and job search documentation. JobZone is a tool for:

- Examining career interests and skills
- Creating customized résumés and cover letters
- Tracking job search activity

## HOW JOBZONE WORKS

After a JobZone account is created, individuals can log in to explore and save career-related information described in the sections below.

The Self Exploration section helps match interests, work values and skills to a variety of occupations. Examples of these modules include:

- Career interest and work values assessments
- A budgeting tool

The Career Exploration section contains information to help with the research of occupations and career pathways. Examples of these modules include:

- Over 800 occupation detail pages
- Post-secondary education requirements

The Résumé and Letter Preparation section teaches the basics of creating résumés and cover letters.

The Job Search section allows individuals to conduct a job search by keyword or location to find real-time job openings. Examples of these modules include:

- Developing a résumé-based job search using advanced Skills Matching and Referral Technology (SMART)
- Setting up a job scout to generate job matches

The Online Work Search Record section documents job search activities. Examples of these modules include:

- Saving business information and contact details for jobs of interest
- The creation of weekly reports of work search activities

## CAREER CENTER CUSTOMERS

All job-seeking individuals that are collecting unemployment insurance from New York State or that are enrolled at a Career Center have a JobZone account automatically created for them.

## NEED HELP?

Follow the tips below for assistance with JobZone:

- Enter your zip code to find a local Career Center for assistance
- Contact a JobZone Live Chat operator Monday-Friday, 9am-5pm
- For further assistance, email: [jobzone@labor.ny.gov](mailto:jobzone@labor.ny.gov) or call **877-226-5724**