



## Looking Forward Our Way

[www.lookingforwardourway.com](http://www.lookingforwardourway.com)

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### GUEST CONTACT INFORMATION

**Podcast Title: Own Your Own Career**

**Guest: Sharon Hamersley, The Resume Coach**

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The Resume Coach <https://www.the-resume-coach.com/>

### Tips on “Owning Your Career”

- ◇ Recognize that you alone are in charge of your own career – no one else. Take the necessary steps to ensure you are ready to move to a new opportunity at any time
- ◇ Keep good records. Ensure all of your documents are up-to-date (e.g., resumes, references, LI profile). You may need the annual evaluations, complimentary emails (from clients/employers), or testimonials you’ve received when preparing for that next position.
- ◇ Know the skills where you excel and define those you wish to continue in your current or next position. Know what type of position, and which skills, you want to pursue and those you prefer to not be included in a position.

### WEBSITES FOR JOB SEARCH TIPS AND JOB POSTINGS

Ohio Means Jobs: <https://jobseeker.ohiomeansjobs.monster.com/>

Ohio Means Jobs/Veterans programs: <https://jobseeker.ohiomeansjobs.monster.com/Veterans/VeteranInfo.aspx>

Ohio Means Jobs Franklin County Ohio: <http://omjcfc.org/>

AARP: <https://www.aarp.org/work/job-search/>

Career Builder: [www.careerbuilder.com](http://www.careerbuilder.com)

Indeed: [www.indeed.com](http://www.indeed.com)

ZipRecruiter: <https://www.ziprecruiter.com/>

LinkedIn: <https://www.linkedin.com/jobs/>

Career Changers <https://www.careeronestop.org/ResourcesFor/CareerChanger/career-changer.aspx>

Central Ohio Broadband Access Program MORPC]/ESCCO/pcsforpeople (for individuals needing home broadband access): <https://www.pcsforpeople.org/ohio/>

Opportunities for Ohioans with Disabilities (State of Ohio): <http://ood.ohio.gov/>

Volunteering: [www.VolunteerMatch.org](http://www.VolunteerMatch.org)

### CENTRAL OHIO NONPROFITS TO ASSIST JOB SEEKERS

Columbus Metropolitan Library computer courses: <https://events.columbuslibrary.org/events>

LinkedIn Learning/Columbus Metro Library: <https://www.columbuslibrary.org/research>

Columbus Urban League <https://www.cul.org/>

Dress For Success <https://columbus.dressforsuccess.org/>

Goodwill Columbus <https://www.goodwillcolumbus.org/>

Jewish Family Services <https://jfscolumbus.org/client-services/job-seekers/>

New Directions Career Center <https://newdirectionscc.org/>

Ohio Means Jobs <https://ohiomeansjobs.ohio.gov/home/>

OhioTechCred: <https://techcred.ohio.gov/>

WARM Westerville <https://warmwesterville.org/>

Multi-University Alumni Only Career Fairs (list of schools and event dates) <https://www.gohiretalent.com/>

## CENTRAL OHIO COMPANY RESEARCH:

The Columbus Metropolitan Library has several directories on-line that can help identify contact information for medium- to large-sized companies including names of executives. You must have a library card to access this information from your home computer. Go to <http://www.columbuslibrary.org/> and choose Research Tools A-Z. Two particularly useful databases are Mergent and Reference USA. You can also make an appointment with a Columbus Library Reference Librarian to learn how to use these tools.

## CONTACT INFORMATION FOR LOCAL/STATE/NATIONAL CHAMBERS AND WORKFORCE ORGANIZATIONS

U. S. Bureau of Labor Statistics: [www.bls.gov](http://www.bls.gov)  
BLS Occupational Outlook Handbook: [www.bls.gov/ooh](http://www.bls.gov/ooh)  
O\*NET Resource Center: [www.onetcenter.org](http://www.onetcenter.org)

Columbus Chamber: <https://columbus.org/>  
Ohio Chamber of Commerce: <https://ohiochamber.com/>  
List of all chambers of commerce in Ohio: <https://www.officialusa.com/stateguides/chambers/ohio.html>

National Association of Women Business Owners: <https://www.nawbo.org/>  
Ohio Small Business Development Centers: <https://clients.ohiosbdc.ohio.gov/>  
ECDI – Economic & Community Development Institute: <https://www.ecdi.org/>  
SCORE (Senior Core Of Retired Executives): <https://www.score.org/>  
Small Business Administration – programs for Women Owned Businesses  
<https://www.sba.gov/business-guide/grow-your-business/women-owned-businesses>  
Center for Women Business Owners  
<https://www.linkedin.com/company/center-for-women-business-owners/>

## WEBSITES THAT PROVIDE SALARY INFORMATION

[www.salary.com](http://www.salary.com)  
[www.roberthalf.com/salary-guides](http://www.roberthalf.com/salary-guides)  
[www.bls.gov/oes/current/oesrcst.htm](http://www.bls.gov/oes/current/oesrcst.htm)  
[www.indeed.com](http://www.indeed.com) (click on “Find Salaries” tab at the top of the page)

## IF YOU ARE LOCATED OUTSIDE OF CENTRAL OHIO:

Utilize your local library system. Also, check with your state and county workforce development offices; go to the U.S. Department of Labor’s CareerOneStop website for details and locations <https://www.careeronestop.org/>

You may also find assistance through local nonprofit organizations. Local United Way offices may have information on nonprofit agencies ready to support your job search <https://www.unitedway.org/>

Rotary International <https://www.rotary.org/en> is a global network of problem solvers. Utilize membership in Rotary (or other civic organizations) to build your skills, your network, and knowledge of local events and employers. Find a Rotary Chapter near you <https://www.rotary.org/en/get-involved/rotary-clubs>