

**Information on Resources for Youth**  
**Topics: Job Skills/Soft Skills, Resume Writing, Job Search, Etc.**

**Soft Skills:**

Department of Labor: Website and handout materials \*\*\* [A great PDF that provides materials and teaching tips on "Soft Skills to Pay Bills."](#)

<http://www.dol.gov/odep/topics/youth/softskills/>

The Art of Talking about Yourself: Peggy Klaus has a book titled "Hard Truth about Soft Skills." Link to BRAG Quiz for teens:

<http://www.peggyklaus.com/wp-content/uploads/Teentake12BRAG.pdf>

Blog about Soft Skills: Elevating Student Success – Has links to YouTube videos that may be helpful.

<http://elevatingstudentsuccess.blogspot.com/2015/02/mastering-soft-skills-for-workplace.html>

**Job Skills:**

The CareerKey.Org – Have a blog

<https://www.careerkey.org/identify-your-skills/foundation-skills.html#.VjemAberTq4>

Glass Door – Blog

<http://www.glassdoor.com/blog/tag/job-skills/>

Career Shift – Blog

<https://careershift.com/blog/>

Skills Pages – Blog

<http://skillspages.com/blog/>

Job Gateway – Job Shadowing Experiences. This website is referenced below but this link provides videos for virtual job shadowing.

<https://www.jobgateway.pa.gov/jponline/JobSeeker/ManageJobSearch/VirtualJobShadow.aspx>

**General Resources:**

Department of Labor – Youth Links

<http://www.dol.gov/dol/topic/youthlabor/StudentWorkers.htm>

Department of Labor – A comprehensive listing of materials available from the PA Department of Labor and Industry including links to the Career Guide, local wage data and predictions for occupational demand.

<http://www.workstats.dli.pa.gov/Pages/default.aspx>

O\*Net – Provides career exploration and job analysis. It has detailed descriptions of the tasks, skills, and requirements for jobs.

<https://www.onetonline.org/>

My Next Move – Links with O\*Net. Students can learn about different career options.

<https://www.mynextmove.org/>

PA CareerZone – Career exploration and planning system designed for students and ties to O\*Net. Provides interest profiler, work importance profiler, self assessments, and videos to give snap shot of featured occupations.

<http://www.pacareerzone.org/>

Job GateWay – This site is the CareerLink website – Provides resources for resume building and other links. [Go to the CareerLink Website and then under Job Seeker, select Job Gateway®.](#)

<http://www.cwds.pa.gov>