

# JobZone - [www.jobzone.ny.gov](http://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/letters
- Tracking job search activity

### How JobZone Works

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

The **Self Exploration** section modules help 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 modules contain 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 modules teach the basics of creating résumés and cover letters.

The **Job Search** section modules allow 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 modules document 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 1-877-226-5724