

## **How the One Stop Career Center Can Help**

### **Providing services and resources for you**

As a Massachusetts One-Stop Career Center, we are helping put our citizens back on the payroll, one person and one job at a time. Career Centers serve as a vital link connecting workers and employers in today's competitive economy.

Our staff at Workforce Central Career can:

- Help you develop a job search plan to match the changes in the job market and workplace
- Work with you to polish your job search skills
- Give you access to job postings
- Refer you to local, statewide and national job openings
- Help you obtain information about training, education and community resources

Choose from this wide range of services. ALL are free-of-charge...

- Information on job search strategies, occupations currently in demand and changing careers
- Personal computers to hunt for jobs, develop resumes, write cover letters and more
- Resource Room services including: computers, newspapers, professional journals, business directories, fax machines, printers and copiers
- Workshops for interviewing, basic computer skills, job search techniques, resumes and more
- Networking with other job seekers
- Up-to-date local, statewide and national job listings
- Information about unemployment benefits and other programs
- Vocational training/educational opportunities, including youth and adult education/GED
- Veterans services

### **Employers can:**

- Connect with qualified job applicants
- List job openings
- Plan a job fair
- Learn about the services for your workplace
- Research labor market information to help you plan for the future
- Get information on training grants, tax credits, government programs and regulations
- Find resources to help you train, maintain and grow your workforce