

## Jumpstart Your Job Search



# CAREER ASSISTANCE PROGRAM For *Anyone* Seeking Full-Time Employment

## Utilize These Quality Resources At No Cost:

- ✓ **Resumé Writing**  
Our Career Advisors can help assess your skills and help you write a customized resumé and cover letter that gets results.
- ✓ **Job Search Options**  
Take advantage of all the new ways to find a job in a digital, social media world, including LinkedIn and Pure Michigan Talent Connect. Get early access to local job postings. Learn techniques and strategies for effective networking, job application completion and employer follow-up.
- ✓ **Interview Preparation**  
Land your next job with an incredible interview. Hear what to do and what not to do. Prepare and practice to overcome the jitters. Negotiate your salary.
- ✓ **Career Coaching**  
Schedule an appointment with a Career Advisor and begin your journey to success. Create your personal brand. Learn about apprenticeships and all of the free and on-the-job training available to help you develop and hone your skills.

We are here to help you overcome challenges and reach your career goals.

### Contact us:

Oakland County Michigan Works! –

**We Are Here  
for You.**

American **JobCenter**<sup>®</sup>

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