Oakland County MICHIGAN WORKS!®

Career Assistance Program: For *Anyone* Seeking Full-Time Employment

Jumpstart Your Job Search



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.

Questions? Contact: (248) 858-5520

We Are Here for You

AmericanJobCenter®

A Proud Partner of the American Job Center Network | Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. | Michigan Relay Center or 711 | Funded by: David Coulter, Oakland County Executive, Oakland County Workforce Development Board, Michigan Department of Labor and Economic Opportunity

OAKLAND COUNTY MICHIGAN
ECONOMIC DEVELOPMENT
DAVID COULTER
OAKLAND COUNTY EXECUTIVE

Oakland County MICHIGAN WORKS!®

At Your Service

Monday-Friday, except state holidays.

NOVI
31186 Beck Road
Novi, MI 48377

(248) 926-1820

PONTIAC
1850 N. Perry Street
Pontiac, MI 48340

(248) 276-1777

SOUTHFIELD
26777 Central Park Blvd,
Suite 255S
Southfield, MI 48076

(248) 233-4400

TROY
550 Stephenson Highway,
Suite 400
Troy, MI 48083

(248) 823-5101

WATERFORD
7500 Highland Road
Waterford, MI 48327

(248) 617-3600

OaklandCountyMiWorks.com

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