



## In-House Services

All Services Available Virtually

### Self Services

Inside each Northwest Michigan Works! American Job Center, you will have access to computers loaded with the tools you will need to complete your job search and knowledgeable staff who can assist you. There are printers, copiers, fax machines, and quality résumé paper for your use. Job postings, event and job fair information, and select employer applications are also available.

### Career Advisors

Each Center houses a staff of Career Advisors professionally trained to assist you with your job search including: navigating the computer, reviewing your résumé, assistance with interview skills, and connections to local employment opportunities including internships, job shadowing, and apprenticeships.

### Young Adult Services (16-24 years)

- Educational Achievement - H.S. Diploma, GED, training, college and assistance with financial aid.
- Résumé Preparation—We can help present the 'best you possible.'
- Job training, placement, and retention assistance.
- Building a career pathway.

### Adult Education

Northwest Michigan Works! Learning Labs provide individualized instruction to adults who wish to improve their employment options by finishing their high school education through a GED or High School diploma, preparing for college training, or improving their reading, writing, math, and computer skills.

### Workshops

You may attend a variety of workshops. Typically, workshops include skills assessment, how to target your job search, résumé development, and effective interviewing.

Also regularly featured are several specialty workshops that are designed to target contemporary topics related to employment.

**Résumé Review—In Person:** Meet one-on-one with a Career Advisor who will work with you to update your résumé and help it stand out in a crowd. Appointments suggested.

**Mock Interviews—In Person:** Want a true assessment of your interviewing skills? Practice your interview before the real thing! Ask a Career Advisor how you can experience a mock interview.

**Occupational Training—**We have numerous opportunities to connect you to training, education, and certifications that will help you reach your employment goals.

## Connecting with Business

### Career Connection

Career Connections are held in many different locations throughout Northwest Michigan. These networking events connect you with Northwest Michigan Works! Business Liaisons and other job seekers. Discussions are open to questions that relate to conducting an effective job search.

### Employer of the Day—Employer Panels

Local employers visit our Centers to talk with potential employees, discuss the application process, and even sometimes conduct on-the-spot interviews.

### Community Connections

Find us at many area job fairs, expos, and other employment events.

## Virtual Services

### Résumé Review via E-mail

E-mail your résumé to one of our qualified Career Advisors who will review your résumé and respond to your e-mail within a few business days.

### Skype

You may use our facilities and equipment on an appointment basis for skyping with employers.

### NWMiWorks.org

Visit us online for additional career search and professional development tools, tricks and hints.

### Facebook

Liking us on Facebook allows you to view tips for job search, hot jobs, and who the next Employer of the Day will be, as well as other related happenings in northern Michigan.

<https://www.facebook.com/northwestmichiganworks>

