



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! – Troy
550 Stephenson Highway, Suite 400 | Troy, MI 48083
248-823-5101
Register at: www.troymichiganworks.com

AmericanJobCenter®

TTY: 1-800-649-3777 or 711 Funded by the Oakland County Workforce Development Board and the Workforce Development Agency, State of Michigan. Equal Opportunity Employer/Program. *Auxiliary aids and services available upon request to individuals with disabilities. | Produced with the support of the Oakland County Board of Commissioners. Some eligibility restrictions may apply.



L. BROOKS PATTERSON
OAKLAND COUNTY EXECUTIVE

We Are Here
for You.