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: 1-800-285-WORKS

We Are Here for You.

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.

OAKLAND COUNTY MICHIGAN
ECONOMIC DEVELOPMENT & COMMUNITY AFFAIRS

Oakland County MICHIGAN WORKS!®

Proud Partner of American Job Center Network

At Your Service

Open Monday – Friday, except for state holidays

Novi (248) 926-1820
31186 Beck Road
Novi, MI 48377

Oak Park (248) 691-8437
22180 Parklawn Street
Oak Park, MI 48237

Pontiac (248) 276-1777
1850 N. Perry Street
Pontiac, MI 48340

Southfield (248) 796-4580
21415 Civic Center Drive, Suite 116
Southfield, MI 48076

Troy (248) 823-5101
550 Stephenson Highway, Suite 400
Troy, MI 48083

Waterford (248) 617-3600
7500 Highland Road
Waterford, MI 48327

AdvantageOakland.com

OAKLAND COUNTY MICHIGAN
DAVID COULTER
OAKLAND COUNTY EXECUTIVE