

- **Resume:** Expert resume development assistance available.
- **Cover letter:** Help on drafting cover letters as part of application materials.
- **Interview:** Includes information on answering difficult interview questions and mock interviewing if the client wishes.
- **Job Search Assistance:** Sometimes a job seeker is at a loss to figure out how to start looking for a job while others are knowledgeable on how to search but are running into roadblocks. Assistance is given to help both types of job seekers. Individuals can be unemployed, underemployed, or just looking for a change. Resources and techniques are shared to help the process be successful.
- **Networking for a new employment opportunity:** Most employment opportunities are found through networking. Learn about techniques and resources to effectively network to a new job or career. It is not as scary as it sounds.
- **Using your age to your advantage in the job search process:** Whatever your age, you can use it to your advantage in the job search process. Find out how.
- **Researching employers:** One of the most common and crucial questions asked in an employment interview is: "Why do you want to work here?" Find out resources to answer this key question and decide if the company is a match for you.
- **Appropriate salaries to expect:** Be prepared on how to negotiate an appropriate salary for a position based on local salary information.
- **Career Counseling:** Our counselor has attained the Global Career Development Facilitator credential and has over 7 years of experience as a career counselor for the State of Wisconsin serving several hundreds of individuals. He also has experience providing career counseling in a higher education environment serving as an adjunct instructor for career development courses.
- **Career Exploration including career assessments if helpful:** Through a one-on-one career counseling session which includes a sharing of employment history, training, experience, and aspirations of an individual, the counselor can help in developing that person's career focus. This career exploration can be aided by a variety of career assessments the counselor is trained to use.
- **Career Development:** At times individuals have found their career and are interested in developing and advancing in that career. The career counselor can help to strategize how to facilitate and enhance that development.
- **Free online training resources:** Learn about the abundant, free online learning resources that can be used for personal and/or career development growth.

- **Start Career Cruising (free career exploration site):** Excellent career exploration site available for everyone. Have assistance setting up the account by the administrator of the site in this area and learn how to use it effectively.
- **Getting an account on Career Ready 101 for free soft skills training:** Employers are always looking for candidates with "soft skills." Find out about a website where you could test and enhance your soft skills.
- **Setting up a WorkKeys Curriculum account to do pretests to earn a National Career Readiness Certificate:** All Wisconsin high school students need to take these exams to earn the National Career Readiness Certificate, employers are becoming more aware of this certificate and are preferring candidates with this credential. Find out about this credential that you can earn at no cost.
- **Assistance in getting an account on Wisconsin's online public labor exchange: JobCenterofWisconsin.com:** Registration on this site is required for job seekers on unemployment and is an excellent resource for anyone looking for employment/better employment opportunities.
- **Exploring the resources on JobCenterofWisconsin.com:** Job Searching is not the only resource on this website. Many resource are available on this site for career development and overcoming challenges job seekers face.
- **Labor market information and trends in the job market:** Assistance is provided in researching this information and using the tools available including **WisConomy** that has been recently developed.
- **Learning about Fidelity Bonding:** Fidelity Bonding is like a "guarantee" to the employer that the person hired will be an honest worker. It has been helpful to encourage businesses to hire individuals who may be ex-offenders, have poor credit, or have another situation that might make the business hesitant to hire them.
- **Work Opportunities Tax Credit Information:** The Work Opportunities Tax Credit program offers federal tax credits to employers as an incentive to hire people in several specific target groups that have challenges in securing employment.
- **Counseling related to struggles searching for employment:** The State of Wisconsin provides a licensed professional counselor in each region of the state to help those folks trying to overcome job search/employment challenges that have impacted their well-being. Take this opportunity to meet one on one with the counselor in this region.
- **Remaining positive in the face of challenges:** It has been found that we are more productive, happy, and likely to be successful if we keep a positive perspective. Learn of resources and strategies to use this positive advantage.
- **LinkedIn assistance (learning about, starting an account, or enhancing an account):** Take advantage of learning how to set up a LinkedIn account or enhance the account you already have to aid in your career development and job searching. Our counselor has instructed about LinkedIn at the Workforce Development site as well as on the technical college and university level.

<http://JobCenterofWisconsin.com>