# NO COST EMPLOYER SERVICES

*Gain the competitive edge!*

## Business Consulting

Save time and money using our resources to address workforce issues. We can:

- promote job openings
- keep you informed of hiring events
- arrange interview space in a Job Center
- provide career assessments

## Job Matching

Job Center staff can help you

- write job descriptions
- post job orders
- screen job candidates
- host recruitment events

## Military to Civilian

### Hiring Veterans is Good Business

Veterans bring professional attributes to the job

- Teamwork
- Dedication
- Efficiency
- Loyalty
- Experience
- Decisiveness
- Adaptability
- Perseverance
- Leadership
- Determination

## Additional Services

### Federal Bonding
jobs.mo.gov/fedbond

### National Career Readiness Certificate
jobs.mo.gov/choosencrc

### Agricultural Employment Service
jobs.mo.gov/aesjobs

### Work Opportunity Tax Credits
jobs.mo.gov/wotc

### Shared Work
labor.mo.gov/DES/employers/shared_work

### Employment Transition Team
jobs.mo.gov/ett

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# MISSOURI JOB CENTER SERVICES

missouri jobcenter

A proud partner of the americanjobcenter network®

Department of Economic Development
Division of Workforce Development

# Unbeatable Services at No Cost to You

*Gain the employment advantage!*

## Job Matching

Search for quality job openings and access job search tools at jobs.mo.gov!

## Available Job Search Resources

Access computers, printers, copiers, scanners, fax machines, phones, and assistive technology at no cost to help you search and apply for jobs.

## Measure & Certify Skills

Stand out to employers with ACT's National Career Readiness Certificate! Show evidence of your skills by earning a Bronze, Gold, Silver, or Platinum certificate available at no cost to you through your local Job Center.

## Résumé Writing Assistance

Does your résumé stand out to employers and get you that interview? If not, work with our experienced staff one-on-one to develop a résumé and cover letter employers will notice.

## Work-Based Learning

Gain the skills you need to obtain employment. Learning opportunities are available for eligible job seekers. Job Center staff are available to determine your eligibility and identify programs that are right for you.

*Contact your local Job Center for a schedule of available workshops and register today!*

**Call 888-728-5627**
**or visit jobs.mo.gov**

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or dial 7-1-1.

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jobs.mo.gov

# No Cost Missouri Job Center Workshops

## Career Exploration

Center staff help you explore career options. Assess your knowledge, job skills, and interests to help guide your job search and career planning.

## Career Networking

Career networking is about learning how to have "career conversations" with people for the purpose of finding a job. Center staff present different networking approaches to maximize your time spent and yield better results.

## Résumé Preparation

Wonder what employers are looking for when they read a résumé and cover letter? In this workshop, identify and optimize your résumé to help you stand out from other job candidates.

## Interview Process

Learn about the different types of interviews and what strategies help you showcase skills and experience in interviews. Get practical advice through research, preparation, practice, and mock interviews.

## Basic Computer Skills

Computer basics are essential for today's jobs. Learn to use the keyboard and mouse, access the internet, become familiar with document creation, and save files.
Let us also help you search jobs.mo.gov to find your next job.

## Additional Resources & Learning Opportunities

- Adult Education & Literacy
- Apprenticeships
- Assistive Technology
- Budgeting & Financial Literacy
- High School Equivalency
- Job Search Computers
- Translation & Interpretive Services
- Young Adult Assistance

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