

## What do I need?

**DRAFT**

## Available Resources

**Handout #8**

- |  |        |   |
|--|--------|---|
| <input type="checkbox"/> I need to apply for Unemployment Insurance Benefits                     | —————> | Visit a Career Center to meet with a UI Specialist or call 888-626-6800   |
| <input type="checkbox"/> I have questions regarding my Unemployment Insurance claim              | —————> | Visit a Career Center, call 888-626-6800, or visit the web:<br><a href="http://www.mass.gov/dua">www.mass.gov/dua</a> |
| <input type="checkbox"/> I need help with obtaining Health Insurance                             | —————> | Call 1-800-XXX-XXXX or visit the Mass Health website:<br><a href="http://www.xxxxxxxxxx.xx">www.xxxxxxxxxx.xx</a>     |
| <input type="checkbox"/> I need help in obtaining food stamps and/or cash assistance             | —————> | Resource Info here  |
| <input type="checkbox"/> I need help with energy and/or fuel assistance                          | —————> | Resource Info here  |
| <input type="checkbox"/> I need to obtain information regarding child care assistance            | —————> | Resource Info here  |
| <input type="checkbox"/> I lack transportation   | —————> | Resource Info here  |
| <input type="checkbox"/> I need help in understanding credit, financial and mortgage liabilities | —————> | Resource Info here  |
| <input type="checkbox"/> Will I loose my unemployment benefits while attending school?           | —————> | Resource Info here  |

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## Available Resources

- |  |        |  |
|--|--------|--|
| <input type="checkbox"/> I am a Veteran and would like to know what services are available | —————> | Meet with a Veteran Representative; visit <a href="http://www.mass.gov/veterans">www.mass.gov/veterans</a> |
| <input type="checkbox"/> I lost my job due to my company moving overseas                   | —————> | Meet with a TRADE program Counselor:   |
| <input type="checkbox"/> I am a Youth age 18-24  | —————> | Workshops: Work-Ready Youth; Youth Self-Directed Search<br>Meet with a Youth Counselor                     |
| <input type="checkbox"/> I have a disability or barrier to employment                      | —————> | Meet with a Disability Program Navigator   |
| <input type="checkbox"/> Other   | —————> | Resource Info here   |
| <input type="checkbox"/> Other   | —————> | Resource Info here   |
| <input type="checkbox"/> Other   | —————> | Resource Info here   |
| <input type="checkbox"/> Other   | —————> | Resource Info here   |
| <input type="checkbox"/> Other   | —————> | Resource Info here   |

## What do I need?

- ☐ I need help getting started with my job search
- ☐ I need help writing / updating a resume or cover letter
- ☐ I need to learn how to use the internet for job search
- ☐ I need to research the labor market for new opportunities
- ☐ I need help preparing for my interviews
- ☐ I need help finding what careers fit my interests and skills
- ☐ I need advice on how to network
- ☐ I need help understanding my talents and marketing them to employers
- ☐ Other

## Available Resources

- Workshops: ABC's to an Easier job Search; Job Search Club  
Meet with an Employment Specialist
- Workshops: Resume Assistance; Resume basics: Resume Writing Beyond Basics; Resume Critique; Cover Letters  
Meet with an Employment Specialist
- Workshops: Insider Information on Popular Jobs  
Meet with an Employment Specialist  
Websites: <http://masscis.intocareers.org/> ; <http://online.onetcenter.org/>
- Workshops: Interviewing Techniques; Mock Interviewing; Negotiating Job Offers / Salary
- Workshops: Self-Directed Search (SDS)  
Websites: <http://masscis.intocareers.org/> ; <http://online.onetcenter.org/>
- Workshops: Networking for Professionals  
Websites: [www.linkedin.com](http://www.linkedin.com)
- Workshops: Marketing Your Maturity; Meyers-Briggs Type Indicator
- Resource Info here

## What do I need?

- ☐ I lack computer skills and want to learn to use a computer
- ☐ I need to update my MS Office skills or practice typing
- ☐ I am interested in starting my own business
- ☐ I would like to finish my GED and/or improve my English skills
- ☐ I need help updating my skills to be competitive in today's Job Market
- ☐ I need a career change
- ☐ Other
- ☐ Other

## Available Resources

- Workshops: Intro to Computers
- Workshops: MS Office Workshops; Mavis Beacon Teaches Typing
- Workshops: Small Business Administration (SBA) Overview  
Websites: [www.sba.gov](http://www.sba.gov)
- Workshops: ESOL / Literacy Improvement; Rosetta Stone
- Workshops: An Overview to Training
- Workshops: An Overview to Training
- Resource Info here
- Resource Info here