

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

# Mass Workforce Issuance

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**100 DCS 19.108**

☐ Policy ☒ Information

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**To:** Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIOA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** September 19, 2017

**Subject:** Youth Working Forward Website

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**Purpose:** To notify Local Workforce Development Boards, One-Stop Career Center Operators, youth service providers, youth practitioners, and other workforce partners of the [Youth Working Forward](#) website.

**Background:** Employment for youth provides valuable work experiences, earnings, and contributes to the growth of a healthy economy. A resume is often the first step to a job interview; however, youth frequently lack the knowledge or have the support to create successful resumes and cover letters.

The Youth Working Forward website is a free resource tool that youth can use to build resumes, cover letters, learn tips for job interviewing, search for employment, and more. This website can be used as a resource tool to assist youth with the development of effective resumes and cover letters that position them for a job interview.

Find the Youth Working Forward Website at <http://ywforward.org/>. The Youth Working Forward website is a service provided by Partnership for a Skilled Workforce, Inc.

## Action

**Requested:** Please share this information with staff and partners as appropriate.