

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

100 DCS 19.108

Policy Information

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

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.