

Where do I start Job searching?

Job Seekers

- Are you looking for work?
- Want to review current job openings?
- Interested in advancing, changing, or beginning a career?
- Job Upgrades?
- Marketing your transferable skills?

ValleyWorks Career Center

www.valleyworks.cc

Locations & Hours

Lawrence

Heritage Place
439 South Union Street, Building 2, Suite 106
Lawrence, MA 01843
Phone: (978) 722-7000
Fax: (978) 722-7090
TTY: (978) 722-7088

Haverhill

192 Merrimack St.
Haverhill, MA 01930
Phone: (978) 469-7800
Fax: (978) 469-7844
TTY: (978) 469-7859

FACILITY HOURS

M, T, TH, F: 8:00 AM - 4:30 PM

(2nd & 4th Wednesday of each month our locations open at 10:00AM - 4:30PM)



Revised 12.03.09

**Job Seeker Reminder: Bring your Membership Card to Job Fairs & Recruitments
Bring several copies of you Resume to ALL EVENTS**

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The Merrimack Valley's *One-Stop* for Employment and Career Services

The ValleyWorks Career Center (VWCC) is a One-Stop career center, providing a wide range of services to job seekers and businesses, youth to adults in the Merrimack Valley. As a comprehensive career center, you'll find a wide range of services and resources designed to help [job seekers](#) quickly and easily secure their first job, find a new job or research other career opportunities, and allow [businesses](#) to identify and recruit qualified, skilled workers to enhance their workforce. [Youth](#) can also find a broad set of programs designed to help them obtain their GED while obtaining skills in a variety of occupations.

With accessible resources ranging from a Job Corps office to representatives from the Massachusetts Attorney General's office all available under one roof the VWCC is the One-Stop for all your career development and employment needs. Whatever your needs, career counseling, labor market information and assistance are available to you to help you meet your short- and long-term employment goals.

We also have special resources and staff for customers with disabilities. [Read more about these resources](#) or contact our [Disability Program Navigator Terrance Throwe](#) for more information at (978)722.7081.

Job Seeker Services:

The VWCC offers a full range of job search services designed to help you quickly and easily secure your first job, find a new job or research other career opportunities.

Job Search Services:

- Resume Development
- Career Counseling
- Job Matching
- Information and referral to state, federal and private resources
- Veterans' Service - Law [Rep Eric Nelson at \(978\) 722.7053](#)
- Veterans' Service - Hav [Rep Bryhn McLeod \(978\) 469.7811](#)

Workshops, including but not limited to:

- Computer Basics
- Resume/Cover Letters
- Interviewing Skills
- Job Search Strategies
- Networking for Professionals
- Workshop Calendar - view schedule www.valleyworks.cc

All members of the career center are welcome to use our Resource Room, which includes:

- Computer and Internet access
- Fax, copy machines and telephone
- Computerized Labor Market information/statistics
- Newspapers, magazines and other periodicals
- Job listings and databases
- On-site employer recruitment

RESOURCES

ABC's to an Easier Job Search	Interviewing Techniques	Resume Critique
Adult Basic Education	Introduction to Computer	Resume Writing Beyond Basic
Boston Business Journal	Introduction to Computers in Spanish	Rosetta Stone
Business Seminars	Introduction to MS Word	Section 30 Training Information
Business Service Representatives	Job Corps	Self-Directed Search
Career Service Advisor	Job Fair	Self-Paced Learning Services
Career Center Seminar/Orientations	Job Recruitment	Senior Community Service Employment Program
Core Appointment	Job Search Club	Skills Start Program
Core Services	Job Search/Job Readiness	Small Business Opportunities
Cover Letters	Job Specialist	Student Career Specialist
Customer Service Representatives	Marketing Your Maturity	Supported Work
Disability Program Navigator	Mock Interviewing	Trade/TAA Programs
Employment Service Representatives	MS Publisher	Unemployment Insurance Claims
Entrepreneurial Training Program	National Emergency Grants	Veterans Services
ESOL	Negotiating Job Offers/Salary	Wall Street Journal
GED Prep	Networking for Professionals	What About Training
Hot Jobs Listing	On The Job Training Program	WIA Service Advisor
Individual Career Services	PowerPoint Basics	Workshop & Events Calendar
Insider Information on Popular Jobs	Rapid Response	Workshop Coordinator
Intermediate MS Excel	Resource Room	Youth Career Counselor
Intermediate MS Word	Resume Assistance	Youth Success Coach
Internet Job Search	Resume Basics	Youth Work-Ready Program

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Job Search

Details & Referral Information

Current Listing of Job Opportunities by Job Title

Valleyworks Career Center - Windows Internet Explorer

http://www.valleyworks.cc/

File Edit View Favorites Tools Help

Valleyworks Career Center

Hours & Directions | Events | Free Stuff | **Job Search**

Attention Unemployment Claimants
Due to the increasingly high volume of customers filing for Unemployment Insurance benefits, hours of operation for UI are subject to change without notice. We apologize for any inconvenience.

HAVERHILL CAREER CENTER HAS MOVED to 192 MERRIMACK ST

Attention Former Employees of Alcatel-Lucent
free re-employment services
[download more info](#)

Search

www.valleyworks.cc

Job Search Links

42 Help Wanted

Internet 100%

Suggestions to assist in your job search:

- **Career Center Staff Assistance** - Come to the Career Center utilize the resource room and Career Center Staff to assist you with your job search efforts. For the most up-to-date information on events, workshops and other ValleyWorks Career Center news, check our web site's HOME PAGE at www.valleyworks.cc, for locations and hours of operation.
- **Workshops, Job Fairs, Recruitments** - Attend a workshop dealing with subjects matter from; Cover Letter and Resume Writing, Computer Course of Various Levels, Mock Interviewing and Techniques, Self-Directed Search and Networking for Professionals. These are just a few of the workshops offered on a rotating schedule. For a complete listing of the current workshops schedule go to our HOME PAGE at www.valleyworks.cc, click on Workshop Calendar tab. Click on Events tab for listing of Special Events, Speakers, Job Fairs and Recruitments.
- **Job Opening Search (Current List)** - Go to website: www.valleyworks.cc, Home Page. Click on the Job Search tab at the top right to view current openings listed with ValleyWorks Career Center. Click on the ValleyWorks Career Center Jobs logo to view list, which is updated on Wednesday. Record the Job Number for each Job Title of interest. Then click on the back arrow, top left of screen. Follow the instructions in, How to Find Out More About a Job by Job Number, to find the details and application method for that Job Title.
- **Job Opening Search by Keyword, Job Title, Location, Occupation** - Go to website: www.valleyworks.cc, Home Page. Click on the Job Seekers: Perform a Job Search button. Search for opening by filling in one or all of the three categories, then click Search button. Click on the blue **JobTitle** for details and application process. Click the Next button to continue review of current results of **JobTitle** search. To revise search click on the "Modify Search" button.

How to Make the Most of a Job Fair!

Benefits of a Job Fair

- Talk face to face with professionals who are difficult to reach
- Save time and expense of mailing your resume
- Meet with other job seekers and network in your profession
- Focus your energy on companies that are actively seeking new employees
- Make a good impression in a way that a resume cannot - with a smile and a handshake

Why do companies participate?

- To be seen - visibility - PR - Marketing vehicle
- To attract good applicants / Hiring for openings
- To educate the public on its mission and purpose
- Building up applicant pool for future openings

Before the Job Fair

- Research Companies
- Know who you want to connect with at the Job Fair
- Be open to opportunities

During the Job Fair

- Dress and act professionally. You may be meeting your new boss for the first time and you do not want your first impression to be anything less than professional. Your purpose is to make a good impression and create an opening for further contact.
- Talk to someone at each booth. Use your preparation knowledge during this approach - use your (30 to 60-second commercial and ask questions you have prepared that demonstrate knowledge of your field.
- Do not be shy - if the rep does not handle the opening directly, ask for referral.
- Take business card/company materials and ask them what their next step is - May you follow up, when and how should you follow up?
- THANK them for their time
- Take reminder notes of your conversation.

Follow up after the Job Fair

- Send thank you note
- Send resume and cover letter to the companies that interest you and did not speak with. Call to follow up with the companies you met with - refer to notes!

The Three Types of Job Fair Interviews

It's important to understand the most common types of interviews that take place at a job fair since your approach should be different with each. As you watch and listen from the side, you will be able to determine which type of interview is being conducted and to modify your approach accordingly. The following are the three basic types.

Screening Interview

This interview usually lasts no more than two to three minutes and is usually conducted by employers whose main interest is gathering resumes and initial impressions before making decisions as to whether they will move to the next step. Your strategy should be to quickly point them to the key areas in your background that reflect their needs. This is the time to use your **Thirty-Sixty Second Elevator Pitch**, keeping it short and succinct. Ask for a business card and inquire as to the next step. The Thirty-Second Elevator Pitch is the basic introduction of who you are and what you are seeking. It will form the basis of your introductory message when networking, your opening statement in telephone contacts with employers, and the foundation of your "Tell me about yourself" answer in interviewing.

Mini-Interview

This interview usually lasts five to ten minutes and is conducted at the employer's booth, usually (although not always) seated, rather than standing. Be prepared to give a full introduction of your background and quickly position yourself as someone who is a good fit in relation to that employer's needs. Make sure all your answers position you as the candidate who meets the employer's needs. Ask for a business card and inquire as to the next step and if you may follow up.

Full Interview

The full interview if there is one being conducted. Be prepared for full-length interview twenty minutes or more. Be aware that you may actually be interviewed by technical or line managers. Make sure you are prepared for the interview. At the end of the interview, if you are truly interested, inform the interviewer of your interest and inquire as to the next step. Assume that he or she is also interested. Just make sure you know what the next step will be and follow up.

Interview Follow Up

- Thank all of the contacts met during the Job Fair
- Follow-up with employment leads and employers
- Act on the next steps with speed and appropriateness
- Proof read all communications
- Address employers' issues and concerns
- Send a follow-up within two business days
- Update and Follow-up with your references

Still have concerns!

Visit ValleyWorks Career Center meet with a professional staff.
Attend a Workshop and learn the secrets to job search success.