



Jumpstart Your
Job Search



We Are Here
for You

CAREER ASSISTANCE PROGRAM For *Anyone* Seeking Full-Time Employment

Utilize These Quality Resources At No Cost:

- ✓ **Resumé Writing**
Our Career Advisors can help assess your skills and help you write a customized resumé and cover letter that gets results.
- ✓ **Job Search Options**
Take advantage of all the new ways to find a job in a digital, social media world, including LinkedIn and Pure Michigan Talent Connect. Get early access to local job postings. Learn techniques and strategies for effective networking, job application completion and employer follow-up.
- ✓ **Interview Preparation**
Land your next job with an incredible interview. Hear what to do and what not to do. Prepare and practice to overcome the jitters. Negotiate your salary.
- ✓ **Career Coaching**
Schedule an appointment with a Career Advisor and begin your journey to success. Create your personal brand. Learn about apprenticeships and all of the free and on-the-job training available to help you develop and hone your skills.

We are here to help you overcome challenges
and reach your career goals.

Questions? Contact: (248) 858-5520

AmericanJobCenter®

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At Your Service

Monday-Friday, except state holidays

NOVI

31186 Beck Road
Novi, MI 48377

(248) 926-1820

OAK PARK

22180 Parklawn Street
Oak Park, MI 48237

(248) 691-8437

PONTIAC

1850 N. Perry Street
Pontiac, MI 48340

(248) 276-1777

SOUTHFIELD

21415 Civic Center Drive, Suite 116
Southfield, MI 48076

(248) 796-4580

TROY

550 Stephenson Highway, Suite 400
Troy, MI 48083

(248) 823-5101

WATERFORD

7500 Highland Road
Waterford, MI 48327

(248) 617-3600

OaklandCountyMiWorks.com

