

the Job Journal

**TIP
OF THE
WEEK**

How to Make a Great Resume With No Work Experience

No work experience? No problem.

The ol' catch-22: I need a job to get experience, but I need experience to get a job. Either way, you need a resume, and what you don't need is to panic. Just because you don't have existing skills or experience in a traditional work setting doesn't mean you can't craft a convincing resume. How do you write a resume with no work experience? Well, we'll tell you.

1. Include a summary statement

Resume objective statements, where you state exactly what career goals you wish to achieve, have mostly fallen out of fashion. This is largely because you want to focus on what you can do for the employer, not what the employer can do for you. A resume summary statement, on the other hand, sums up who you are professionally at the top of the page in a sentence or two and serves as the first impression you give a hiring manager to entice them to keep reading.

2. Decide on a resume format

There are a few dominant resume formats in use today: chronological, functional, and hybrid, which is a combination of the two. A chronological resume format lists a candidate's work experience in reverse-chronological order. A functional resume format focuses on highlighting the candidate's skills and achievements, rather than work experience. While the functional resume format can be an attractive option for job seekers with little experience, most employers prefer a chronological or hybrid resume format. Whatever resume format you decide to use, be sure that your format remains consistent throughout the document.

3. Pay attention to technical details

When editing your resume, make sure there is no punctuation, grammatical, spelling, or other errors that will make your resume look unprofessional. Then, have a friend or family member read it again to catch any mistakes you might have missed — you can't afford a typo or missing word. Also, be sure to vary your language and utilize action verbs throughout your resume to keep your reader engaged.

4. Take stock of your achievements and activities

Make a list of absolutely everything you've done that might be useful on a resume. From this list, you'll then need to narrow down what to actually include on your resume. Different things might be relevant to different jobs you apply for, so keep a full list and pick the most relevant things from it to include on your resume when you send it out.

5. Focus on your education and skills

In lieu of work experience, it's best to expand and focus on your education and skills you've developed on your resume. What can you do well that this job requires? What will be useful to the hiring company? What have you done in school and what have you studied that has prepared you for assuming this job? This is generally a little easier if you're a college graduate with specialized education, but even a high school graduate can talk about their electives, why they wanted to take them, and what they learned from the class.

6. Internships, internships, internships

Paid and unpaid college internships are one of the best weapons you have against "experience required." Not only do they give you some real-world work experience, they also allow you to network and make connections that can put you in a job later. When applying for a job without experience, be sure to list any internships you completed. If you haven't had one, consider applying as a step before an entry-level job.

7. Include any extracurricular activities or volunteer work

When surveyed, the majority of employers say that they take volunteer experience into consideration alongside paid work experience. So any volunteer work that highlights your talents or where you learned a new skill should be put on your resume. Only include hobbies if they are relevant to the

position and have equipped you with transferable skills that would be useful for the job role.

8. Never include these certain elements

While there are many elements you should consider adding to your resume, there are a few things you should never include on your resume because they waste space, don't tell the employer anything relevant, or could damage your personal brand. This list includes, but is not limited to, references, writing samples, and photos of yourself. Do not add this information to your resume unless an employer or recruiter asks you to provide them. In addition, make sure you're not using an unprofessional email address. "Kegmaster2017@email.com" may have sounded great when you were younger, but it's not the right message to send to prospective employers. It's easy to create a free, professional-looking email address for your job-search activities with platforms like Gmail.

9. Keywords, keywords, keywords

Most employers use some form of an applicant tracking system (ATS) to scan and sort resumes. This may seem unfair, but it is the reality of modern-day hiring. To combat this, you will want to come up with and include a list of keywords in your resume when applying for any job. The best place to find these keywords is in the job ad itself, or in ads for similar jobs. One caveat: Don't use meaningless, annoying "buzzwords," such as "go-getter," "team player," and "detail-oriented." Unfortunately, sometimes these buzzwords are the only keywords listed in the ad. If that's the case, you'll need to sneak them in alongside your detailed accomplishments.

10. Add a cover letter

Even if one is not required, it's generally a good idea to send a short cover letter along with your resume. Cover letters are where your personality comes out, and you need to use them to make the case for why you're the perfect candidate for this job. A standout cover letter can convince an employer to bring you in for an interview, even if your resume itself doesn't have all the things they'd like to see.

11. Customize your resume for each job you apply to

The last and most important thing to remember when creating a good resume is to customize it for every job to which you apply. Different job postings are going to have different keywords, different job duties listed, and so on. Appealing to each individual employer's needs and job requirements is the best strategy for getting your application noticed. At the end of the day, there's no magical formula for how to write a winning resume — the only perfect resume is the one that gets you the job. Be prepared to tweak and update your resume, even when you're comfortably employed. Utilize a hybrid resume format and focus on your skills and education when you don't have any work experience to show. Sooner or later, you'll land that job — and gain that much-coveted experience.

Sand, Riya. "How to Make a Great Resume With No Work Experience." *TopResume*, Talent Worldwide, Inc., <https://www.topresume.com/career-advice/make-a-great-resume-with-no-work-experience>.

IN THIS ISSUE

2 MWE JOBS Mobile App

3 Energize Your Job Search

JOB FAIRS

4 MD Dept. of Public Safety & Correctional Services Job Fair/Testing; US Census Bureau Hiring Event

EMPLOYMENT OPPORTUNITIES

TRAINING SERVICES & OPPORTUNITIES

20 Public Assistance to Entrepreneurship Program (PA2E)

21 Workforce Innovation and Opportunity Act Training Services; Wor-Wic Community College Job Training Programs

22 Lower Shore Career Development Center Training Programs

23 Carpentry Training; Welding Training; Delmarva Power Career Prep; Metal Fabrication Training

24 Goodwill Reentry Opportunities to Work Program; Computer and Office Technology Classes

EDUCATION SERVICES & OPPORTUNITIES

25 Area Adult Education Providers; Wor-Wic Community College Adult Education Programs

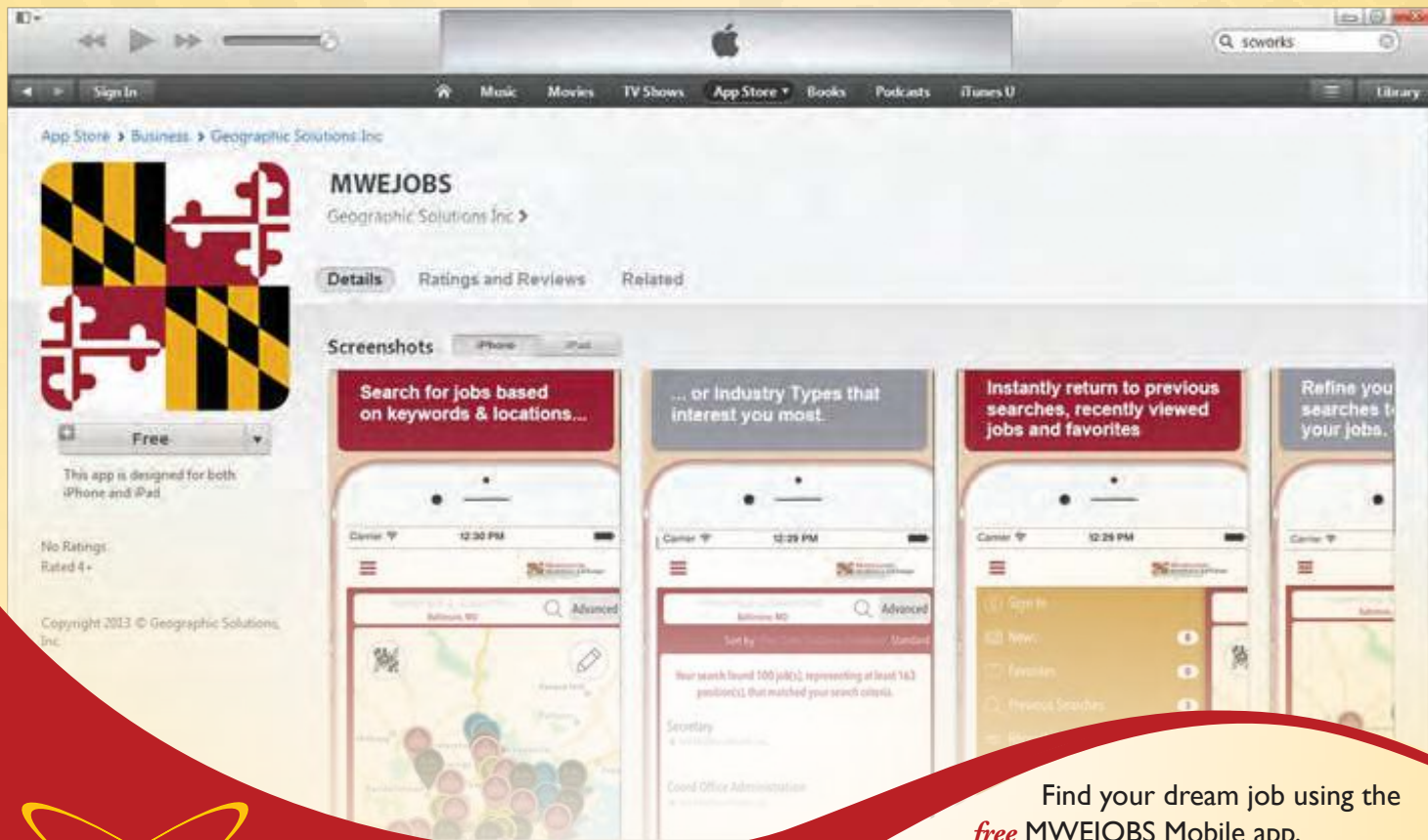
26 Worcester Co. Adult Education Programs; National External Diploma Program

27 Project READ

28 Financial Education Classes

29 Legal Clinic; Legal Resources

NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! **MWEJOBS Mobile App**



Find your dream job using the *free* MWEJOBS Mobile app. Instantly view any job posted to the web directly on your mobile phone or tablet. Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

The latest job openings in your area from 16,000 websites are now at your finger tips. Save and share your favorite job via email, Facebook or Twitter.

With MWEJOBS Mobile's unique "Jobs Nearby" function, you can easily map all of the latest jobs near your current location. Search for jobs around your neighborhood or at a different location. Simply tap color-coordinated pins to see more information or to apply for a job.

MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.



mwejobs.maryland.gov

**Step 1**

Enroll at

<https://mwejobs.maryland.gov>

Step 2

Create a résumé in the system.

Step 3

Schedule your one-on-one appointment (*see below for contact information*).

Step 4

Bring copies of your résumé, cover letter or other job search materials to your appointment.

Contact Us

410-341-8533 Ext 0

Job Specialists:

YoVanda Brown

Bill Draucker

Takishia Kiah

Nancy Wenger

Susan Willey

Jorge DeJesus Jr.

Veterans Representative:

J. Zack Walker

John Codd Jr.

Reentry Navigator:

Jarah Hall

Email:

salisbury@dllr.state.md.us

31901 Tri-County Way
Salisbury, MD 21804



www.labor.maryland.gov



Energize Your Job Search


Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

Ask Us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

americanjobcenter



Maryland DEPARTMENT OF LABOR

MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



Same Day Apply & Test!! Monday, January 27, 2020
Apply: 9AM – 11AM * Test: 11:30am – 3:30PM**
American Job Center: Lower Shore
31901 Tri-County Way Salisbury, MD. 21804-1708
410-341-8533 Room #111-F

CORRECTIONAL OFFICER I

Earn up to \$54,186/yr.

Must be at least 21 and have a high school diploma or GED. No Experience Necessary. Excellent Benefits!

For Additional information, please visit mwejobs.maryland.gov and search Job Order # 1094909

PUBLIC SAFETY HAS YOU COVERED

Health Insurance, Paid Vacation, Holidays, Sick Leave, Military Leave, 20 Yr. Service Retirement, Credit for Military Service, 401k & 457 Retirement Plans, Free Transportation on MD MTA, Uniforms Provided, Education/Training Credit, Numerous Promotional Opportunities and more!

Learn more about us at www.dpscs.maryland.gov

Or call our information line at (410) 585-3560

Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations.



Maryland DEPARTMENT OF LABOR

United States™ Census Bureau

Q&A HIRING EVENT

Over 100 Positions Available

U.S. Census has available positions for Enumerators

Entry Level/No Experience Needed

Enumerators, also known as census takers, conduct research on behalf of the U.S. Census Bureau. They collect household and demographic information by canvassing their assigned areas. Enumerators must appropriately document and report the results they find.

Thursday, January 23, 2020
10AM – 2PM

AmericanJobCenter^{Lower Shore}

Serving Somerset, Wicomico and Worcester Counties

31901 Tri-County Way, Room 115-A, Salisbury, MD 21804

Job Qualifications & Duties

Candidates must be U.S. citizens 18 years or older by February 2020 and be able to pass a federal background check. Bilingual candidates are highly desired. Veterans may be eligible for preferential hiring.

Salary: \$18.50/Hour

Census takers can expect to:

- Visit assigned neighborhoods and knock on doors of households that have not yet participated in the Census
- Interview residents in assigned areas, explaining the purpose of the Census, answering their questions, and recording their answers
- Use smartphones provided by the Census to record information
- Maintain and submit records of hours worked, miles driven, and expenses incurred on the job
- Meet with supervisor to review procedures, report issues or concerns, and receive updated instructions
- Attend team meetings and communicate with other Census takers via phone

For Additional Information & to Apply in Advance
Visit mwejobs.maryland.gov

United States Census 2020

Positions available for The Eastern shore of MD, DE & VA

Q&A Event and Assistance with Online Applications Will Be Available



"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."



MARYLAND JOBS NOW
A proud partner of the americanjobcenter network

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Pharmacy Tech (Salisbury) Courtesy Clerk Deli/Meat Clerk Pharmacy Clerk (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk	Apply online at https://www.albertsoncompanies.com/careers/acme-careers.html
Aldi	Store Associate Cashier	Apply online at https://careers.aldi.us/
Apex Systems	Tier 1 PC Technician	Apply online at https://itcareers.apexsystems.com/en-US/
Aramark	Food Service Supervisor (Wicomico Co. Detention)	Apply online at https://www.aramark.com/careers
Atlantic General Hospital	Biller CNA Certified Coding Specialist Collections Specialist Diet Aide Emergency Department Tech Floor Care Tech Medical Office Assistant Medical Receptionist Nurse Tech Polysomnographer RN Registration Specialist Secretary/Nurse Technician	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atria	Memory Care Caregiver Nurse Supervisor Caregiver Server/Waitstaff Registered Medication Aide/Med Tech Engage Life Program Instructor	Apply online at https://www.atriaseniorliving.com/careers/
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate (Centre) Seasonal Associate (Centre) Assistant Manager (Centre) Key Holder (Centre)	Apply online at https://www.bathandbodyworks.com/customer-care/careers.html
BayRunner Shuttle	<i>Ongoing recruitment</i> Part-time Driver	Print application and apply online at https://bayrunnershuttle.com/about/career-opportunities/
Bed Bath & Beyond - Salisbury, Ocean City	Retail Sales Associate Retail Stock Associate Retail Cashier	Apply online at https://www.bedbathandbeyond.com/store/static/careers
Bergey's Truck Center	Diesel Technician-Entry Level (Delmar)	Apply online at https://www.bergeys.com/employment-opportunities.htm

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
BesTemps	Banquet Server (Ocean City) Carpenter Helper/Apprentice Construction Labor (Ocean City, Salisbury/Berlin) Dishwasher (Ocean City) Dog Treat Production Associate (Berlin) Front Desk Receptionist Housekeeping (Ocean City) Machine Operator Mobility Service Writer & Sales Specialist Production Machine Operator Production Operator (Berlin) Store Clerk (Pocomoke) Warehouse/Truck Unload	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Seasonal Store Associate/Stocker	Apply online at https://careers.biglots.com/
Bob Evans Restaurant	Grill Cook Kitchen Prep Host/Cashier Key Supervisor Carryout Dishwasher Bus Person Server Assistant Manager	Apply online at http://careers.bobevans.com/
Boscov's - Centre at Salisbury	Cosmetics Sales Consultant Staff Scheduler	Apply online at https://www.boscovs.com/
Carrabba's Italian Grill - Ocean City	Kitchen Manager <i>Ongoing recruitment</i> Restaurant Busser Dishwasher Server To-Go Specialist Host Line Cook Prep Cook Bartender	Apply online at https://www.carrabbas.com/careers
Chesapeake Health Care	<i>Ongoing recruitment</i> Medical Receptionist Medical Assistant Dental Assistant Dental Receptionist Pharmacy Technician RN/LPN Interpreters (Hispanic & Haitian) Insurance Billers	These positions are open until filled. Email current cover letter and resume, or completed job application to Kristi Carmean, Human Resources Manager, at kcarmean@chesapeakehc.org or fax to HR at 443-210-2324. Link for job application at https://chesapeakehc.org/md-eastern-shore-healthcare-careers/
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at http://www.chesapeakeshipbuilding.com/take-action/
Chick-Fil-A - Salisbury, West Ocean City	<i>Ongoing recruitment-Salisbury</i> Team Member	Apply online at http://salisburychickfila.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<i>Ongoing recruitment-West Ocean City</i> Front Counter Team Member Kitchen Team Member Leadership	Apply online at https://www.cfawestoc.com/jobs
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Store Lead Sales Associate (Centre)	Apply online at https://corporate.childrensplace.com/careers/
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Manager Server	For job descriptions go to https://www.chilisjobs.com/ Apply via email to chilis523@chilis.net
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at https://jobs.chipotle.com/
City of Salisbury	Plant Mechanic Utility Technicians I, II & III Parks Maintenance Worker Biosolids Operator I Bus Driver Part-time Zoo Educator Operations Support Staff Auto Mechanic III Motor Equipment Operator I Part-time Computer Technician Utilities Section Chief Zoo Groundskeeper <u>Administrative Office Associate</u> POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer	For job descriptions and to print application go to https://salisbury.md/departments/human-resources/careers **Some jobs require special licenses. Please check job description for more details.
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers PRN Nurse Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs
Dakota Watch Co. - Centre at Salisbury	Part-time Associate	Apply online at https://apply.jobappnetwork.com/dakotawatch
Delaware Elevator	AutoCAD Drafter-2D	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Retail Sales Associate-Lodge Bicycle Technician	Apply online at https://www.dickssportinggoods.jobs/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Dollar General	Berlin, Mardela Springs, Pittsville, Salisbury, Snow Hill Store Manager Asst Store Manager Lead Sales Associate Sales Associate	Apply online at https://careers.dollargeneral.com/
	Crisfield, Fruitland, Pocomoke, Princess Anne, Westover, Willards Asst Store Manager Lead Sales Associate Sales Associate	
Dollar Tree	Ongoing recruitment Sales Floor Associate (Salisbury, Princess Anne, Berlin & Pocomoke) Operations Assistant Manager (Salisbury, Princess Anne)	Apply online at https://www.dollartree.com/careers-stores
Dove Pointe	Day Program RN Residential Program Coordinator Maintenance Tech Children's Program Aide Aide House Counselor Instructor Driver	Apply online at http://dovepointe.org/Careers
DTLR - Centre at Salisbury	Sales Associate Assistant Manager-Retail Store Manager	Apply online at https://recruiting.talentreef.com/dtlr-villa
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	Ongoing recruitment Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx
Earthbound Trading Co. - Centre at Salisbury	Ongoing recruitment Assistant Store Manager Key Holder Sales Associate	Apply online at https://www.earthboundtrading.com/
Encompass Health	Maintenance Technician RN Rehab Nursing Tech (CNA or LNA) Cook	Apply online at https://www.encompasshealth.com/careers
Express - Centre at Salisbury	Store Associate	Apply online at https://www.express.com/g/careers
Express Employment Professionals	General Laborer Temporary Driver (CDL A) Checker-Somerset Route 1 Checker-Somerset Route 2 Checker-Salisbury Route 2	Apply online at https://www.expresspros.com/
Finish Line - Centre at Salisbury	Ongoing recruitment Assistant Manager Store Associate	Apply online at https://finishline.wd1.myworkdayjobs.com/Store_Careers
Food Lion	Nanticoke Road (Salisbury) Sales Associate (Cashier)	Apply online at https://www.foodlion.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	<p><i>Snow Hill Road (Salisbury)</i> Perishable Associate Sales Associate (Cashier) Deli Bakery Associate Evening Manager Center Store (Grocery) Associate</p> <p><i>Tilghman Road (Salisbury)</i> Quality Assurance Associate Customer Service Leader-Office Assistant Produce Associate Center Store (Grocery) Associate</p> <p><i>Fruitland</i> Center Store (Grocery) Associate Customer Service Leader-Office Assistant Perishable Associate Frozen Food/Dairy Associate Deli Bakery Associate</p> <p><i>Princess Anne</i> Deli Bakery Associate Produce Associate Sales Associate (Cashier)</p> <p><i>Berlin</i> Deli Bakery Associate Perishable Associate Sales Associate (Cashier)</p> <p><i>Ocean City</i> Center Store (Grocery) Associate Specialty Merchandise Associate DSD Receiver Produce Associate</p> <p><i>Ocean Pines</i> Produce Manager Center Store (Grocery) Associate Quality Assurance Associate Produce Associate Deli Bakery Associate</p> <p><i>West Ocean City</i> Evening Manager Replenishment Manager Deli Bakery Associate Center Store (Grocery) Manager Center Store (Grocery) Associate</p>	
Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at https://www.sneakerjobs.com/
Genesis HealthCare	Driver Aide-Geriatric Nurse Receptionist Laundry Aide Housekeeping Aide Dietary Aide Certified Medicine Aide	Apply online at https://www.genescareers.jobs/
GNC	Sales Associate Retail Store Manager	Apply online at https://jobs.gnc.com/search/searchjobs

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
The Green Turtle - Salisbury and Ocean City	<i>Ongoing recruitment</i> Cook Dishwasher Host Porter Server	Apply online at https://thegreenturtle.com
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	Certified Medication Technician (Salisbury) Long Term Care -Chef/Cook (Snow Hill) RN (Snow Hill) LPN (Snow Hill)	Apply online at https://harrisonseniorliving.com/careers
Holt Food and Paper Company	Delivery Driver Receiver/Stocker Material Handler/Order Selector	Apply online at http://holtpaper.com/About-Us/Careers
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Designer-Kitchen/Bath Lot Associate	Apply online at https://careers.homedepot.com/
HomeGoods - Salisbury, Ocean City	Merchandise Associate (Salisbury)	Apply online at https://jobs.tjx.com/
Hot Topic	Key Holder Sales Associate	Apply online at https://www.workatht.com/stores/
Hudson Health Services, Inc.	Behavioral Health Aide Substance Abuse Counselor Maintenance I Maintenance II	Apply online at http://www.hudson-health.org
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at https://www.journeys.com/careers
Jubilant Cadista	Quality Assurance Lead Manufacturing Process Operator Facilities Maintenance Mechanic	Apply online at https://jubilantcareer.jubl.com/
Justice - Centre at Salisbury	Seasonal Style Advisor	Apply online at https://ascenaretail.wd5.myworkdayjobs.com/us_retail_jobs
K&L Microwave	CNC Machine Operator Customer Service Representative Electronic Assembler Electronic Technician Manual Machine Operator Territory Manager	Apply online at http://www.klmicrowave.com/employment.php
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at https://www.sneakerjobs.com/us/en

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
LensCrafters	Lead Lab Technician	Apply online at https://www.lenscrafters.com/lc-us/careers
Lids - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager District Manager In Training Sales Help Store Manager	Apply online at https://blog.lids.com/jobs/
Longhorn Steakhouse	Dishwasher Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Sales Associate Merchandising Service Associate Sales Specialist Sales Floor Dept Supervisor Customer Service Associate II Night Operations Department Supervisor <i>Pocomoke:</i> Store Seasonal Employee	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	AR and Medical Billing Manager Mental Health Intensive Residential Counselor	Apply online at https://www.lowershoreclinic.org/current-openings
Marshall's (Salisbury, Ocean City)	Customer Experience Coordinator (Ocean City)	Apply online at https://jobs.tjx.com/
McCready Health	CNA Transportation Aide Delegating Nurse-Assisted Living Geriatric Nursing Assistant LPN RN	Apply online at https://www.mccreadyhealth.org/careers-and-volunteers/employment-portal/
Men's Wearhouse - Centre at Salisbury	Retail Sales Consultant	Apply online at https://careers.tailoredbrands.com/
New York & Co. - Centre at Salisbury	Sales Associate Sales Lead	Apply online at https://www.nyandcompany.com/static/about/careers/
Ocean Pines Association	Marina Attendant Front Desk Facility Coordinator General Laborer Part-time Swim Instructor	Instructions to apply at https://www.oceanpines.org/administration/work-here/
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Sales Super Flooring	Apply online at https://www.ollies.us/careers/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist	Apply online at https://www.outback.com/careers
Panera Bread - Salisbury, Ocean City	Night Baker Manager Associate Delivery Driver	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	Home Health Aide (HHA) LPN Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Peninsula Regional Health System	Analyst/Technician-Microcomputer	Apply online at https://www.peninsula.org/employment-opportunities
	Assistant-Physical Therapy	
	CAT Scan Technologist	
	Cardiac Sonographer	
	Coordinator-Information-Laboratory	
	Credentialing Specialist-Medical Staff	
	Environmental Services Aide	
	Food Service-Utility Aide	
	Medical Assistant	
	Nuclear Medicine Technologist	
	Nursing Assistant (CNA)	
	Nursing Office Coordinator	
	Patient Care Tech II-Emergency Department	
	Patient Care Technician I	
	Patient Companion	
	Patient Portal Liaison	
	Patient Service Representative	
	Registrar-Emergency Admittance	
	Representative-Billing/Collection	
	Scheduler-Surgical	
	Scribe/Medical Assistant	
Security Police		
Specialist-Care Coordination		
Supply Chain Ops Assistant		
Technician-Pharmacy Certified		
Transporter		
Unit Secretary		
Pep Boys	Master Technician Assistant Service Manager Mechanic	Apply online at https://careers.pepboys.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Perdue Farms - Salisbury	Building & Grounds Maintenance Mechanic Claims Analyst Edible Oil Refinery Operator Edible Oil Refinery Supervisor Fleet Tech Lead Maintenance Mechanic Live Haul Driver Maintenance Mechanic Maintenance Mechanic C Micro Health Services Technician Soy Crush Operator	Apply online at https://www.perduecareers.com/
PetSmart - Salisbury, Berlin	<i>Ongoing recruitment</i> Retail Custodial Associate Early Morning Stocker Customer Engagement Manager Merchandising and Inventory Manager Retail Store Manager Associate Manager Assistant Store Manager Seasonal Associate Pet Trainer Pet Groomer Pet Grooming Salon Manager Bather / Groomer Trainee (Salisbury) Retail Sales Associate	Apply online at https://careers.petsmart.com/
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjeweleryretailsales
Plymouth Tube Co.	Machine Operator-Production	Apply online at https://www.plymouth.com/careers/
Pugh's Patient Care Services	CNA/GNA RN LPN	Apply in person at: Pugh's Patient Care Services 11793 Somerset Ave Princess Anne, MD 21853 Fax resumes to 410-621-5701 or email tpcs11793@gmail.com

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Quality Staffing	Administrative Assistant Alarm Technician Alignment Technician Electrical Maintenance Mechanic Electrician-Certified Electronic Technician II Electronics Technician Forklift/Pallet Jack CNC Machinist/Setup Electronic Assembler General Labor Hair Stylist HR/Finance/Office Assistant Lead Carpenter/Manager Machine Operator/Mill Associate Maintenance Manager Maintenance Person Maintenance Technician Manufacturing Assembler/Shop Labor Manufacturing Packer Mechanical Design/Drafter Production Associate Production Specialist Production Technician Production Worker Production/Manufacturing Worker Quality Inspector Senior CAD Drafter Stock Room Clerk/Manufacturing Territory Manager	Contact Quality Staffing Services 410-742-2600 1237 N. Salisbury Blvd Salisbury, MD 21801
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://jobs.redlobster.com/search/searchjobs
Royal Farms - Salisbury, Princess Anne, Berlin, Ocean City	<i>Ongoing recruitment</i> Assistant Store Leader Customer Service Associate Customer Service Leader Food Service Leader	Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at https://www.rubytuesday.com/careers
Safelite AutoGlass	Seasonal Repair Specialist (Salisbury)	Apply online at https://www.safelite.com/careers
Salisbury University	Coffee Shop Assistant <i>Open until filled</i>	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx
	Food Service Assistant <i>Application reviewed upon receipt</i>	

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
	Catering Assistant <i>Application reviewed upon receipt</i> Housekeeper <i>Application reviewed upon receipt</i> Scenic Studio Specialist Filing deadline: January 15, 2020 Groundskeeper Filing deadline: January 21, 2020	
Sam's Club	Membership Representative Cake Decorator Merchandising and Stocking Associate Customer Service Associate Maintenance Associate Fresh Food Associate	Apply online at https://careers.walmart.com/
Sherwin Williams - Salisbury, West Ocean City, Crisfield	<i>Salisbury:</i> Store Driver I Store Driver III <i>Ocean City:</i> Sales Associate <i>Crisfield:</i> Maintenance Mechanic Temporary Production Operator-Packer Brushmaker Finishing Operator	Apply online at https://careers.sherwin-williams.com/home
Shore Up - Wicomico, Worcester, Somerset	Family Service Worker Family Advocate Site Coordinator Bus Aide Bus Driver Custodian Teacher Teacher Aide Nutrition Aide Substitute Interpreter	Apply online at https://shoreup.org/employment/join-our-team/
Somerset County	Correctional Officer I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Library	Library Assistant part-time	Apply online at http://www.somelibrary.org/employment.php
SP Industries - Pocomoke	Inventory Control Clerk	Apply online at https://careers-spindustries.icims.com/jobs/intro
Spencer's - Centre at Salisbury	Store Manager Assistant Store Manager Sales Associate Sales Supervisor	Apply online at https://www.spencersandspiritjobs.com/
Staples	Supervisor, Copy & Print Marketing Sales Associate, Technology Operations Supervisor Inventory Specialist	Apply online at https://retailcareers.staples.com/

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
State Of Maryland	<p>Correctional Dietary Officer I Cooking (DPSCS in Wicomico, Somerset) Filing deadline: January 15, 2020</p> <p>Community Health Outreach Worker II (Wicomico Co. Health Dept.) Filing deadline: January 17, 2020</p> <p>Seasonal jobs at Assateague State Park (7 different positions available) Filing deadline: January 21, 2020</p> <p>Seasonal jobs at Pocomoke River State Park (6 different positions available) Filing deadline: January 21, 2020</p> <p>Seasonal jobs at Janes Island State Park (7 different positions available) Filing deadline: January 21, 2020</p> <p>Seasonal Boat Captain (Janes Island State Park) Filing deadline: January 21, 2020</p> <p>Dialysis Services Technician II (Deer's Head) Filing deadline: January 31, 2020</p> <p>Correctional Maintenance Officer I - Automotive Services or Carpentry (Wicomico Co., Somerset Co.) Filing deadline: February 19, 2020</p> <p>Correctional Maintenance Officer I - Electrical or Grounds Supervision or Metal Maintenance or Painting or Plumbing (Wicomico Co., Somerset Co.) Filing deadline: February 20, 2020</p> <p>Correctional Maintenance Officer I - Refrigeration Mechanic (Wicomico Co., Somerset Co.) Filing deadline: February 29, 2020</p>	Apply online at https://jobapscloud.com/MD/
Sun Communities, Inc.	<p><i>Frontier Town Campground:</i> Aquatics & Attractions Manager RV Resort General Manager</p> <p><i>Castaways RV Resort:</i> Guest Services Coordinator</p>	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Centre at Salisbury, Ocean City	Sales Associate (Salisbury)	Apply online at https://careers.sunglasshut.com/na
Sysco - Pocomoke	CDL A Delivery Truck Driver Security Guard	Apply online at https://careers.sysco.com/
Taco Bell - Ocean City	<p><i>Ongoing recruitment</i> Shift Lead Team Member Assistant Manager Restaurant General Manager</p>	Apply online at http://jobs.tacobell.com/
Tailored Staffing	CNC Machine Operator Electronic Assembler Electronic Technician Forklift Operator	Apply online at www.tailoredstaffingmd.com

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant) GM and Food (General Merchandise, Closing, Presentation, Fulfillment, Inbound, Food Service, Starbucks Barista or Food & Beverage)	Apply online at https://jobs.target.com/
Taylor Bank	Customer Service Associate I (Berlin)	Apply online at https://www.taylorbank.com/careers/
Texas Roadhouse	Line Cook Line Cook-Broil/Grill	Apply online at https://careers.texasroadhouse.com/
T.J. Maxx - Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/
Torrid - Centre at Salisbury	<i>Ongoing recruitment</i> Assistant Manager Keyholder Sales Associate Store Manager	Apply online at https://jobs.jobvite.com/torrid
Town of Ocean City	Skate Park Supervisor <i>Open until filled</i>	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Golf Course Maintenance Worker <i>Open until filled</i>	
	Golf Course Landscaper <i>Open until filled</i>	
	Bus Driver <i>Open until filled</i>	
	Transportation Dispatcher <i>Open until filled</i>	
	Tram Conductor <i>Open until filled</i>	
	Tram Driver <i>Open until filled</i>	
	Transportation Ticket Seller <i>Open until filled</i>	
	Transportation Account Clerk <i>Open until filled</i>	
	Afterschool Activities Assistant (Temporary) <i>Open until filled</i>	
	Afterschool Activities Coordinator <i>Open until filled</i>	
	Casual Labor (Convention Center) <i>Open until filled</i>	
	Security Guard <i>Open until filled</i>	
	Temporary Concessions Worker <i>Open until filled</i>	
	EMT-Intermediate, Maryland CRT, Paramedics Filing deadline: January 31, 2020	
Firefighter/EMS Clinician Filing deadline: January 31, 2020		

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Tri-County Council for the Lower Eastern Shore of Maryland	Bus Operators-Fixed Route	Apply online at http://lowershore.org/Departments/HumanResources.aspx
Tuesday Morning	Store Associate Assistant Manager	Apply online at https://www.tuesdaymorning.com/
Ulta Beauty	Hair Stylist Brow Waxing Expert Beauty Advisor Prestige Beauty Advisor Skin Therapist	Apply online at https://careers.ulta.com/
Victoria's Secret - Centre at Salisbury	Seasonal Associate Events Team	Apply online at https://www.victoriasssecret.com/careers
Walmart - Salisbury, Fruitland	<i>Ongoing recruitment</i> Cart Attendant/Janitorial Associate Sales Associate Cashier/Front End Associate Fresh Food Associate Stockroom/Backroom/Receiving Associate Specialized-Auto/Pharmacy/Optical Technician Hourly Supervisor & Training	
WCDC	Residential Counselor Residential Coordinator Food Services Instructor/Driver Personal Supports Facilitator (part-time)	For detailed job descriptions, and to download and print application, go to http://wcdcservices.org/employment-opportunities/
Wicomico County	Administrative Office Associate II <i>Open until filled</i>	Apply online at http://www.wicomicocounty.org/jobs.aspx
	Maintenance Worker I <i>Open until filled</i>	
	Motor Equipment Operator II <i>Open until filled</i>	
	Motor Equipment Operator I <i>Open until filled</i>	
	Solid Waste Technician <i>Open until filled</i>	
Wicomico County Public Schools	Maintenance Technician 3-HVAC <i>Open until filled</i>	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
	Operations Events Coordinator Filing deadline: January 19, 2020	
	Operations Equipment Maintenance Technician Filing deadline: January 19, 2020	
Wicomico Public Libraries	Circulation Assistant (Part-time)	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Master Control Operator Media Specialist Studio Technician	Apply online at https://www.wmdt.com/about-us/job-openings/

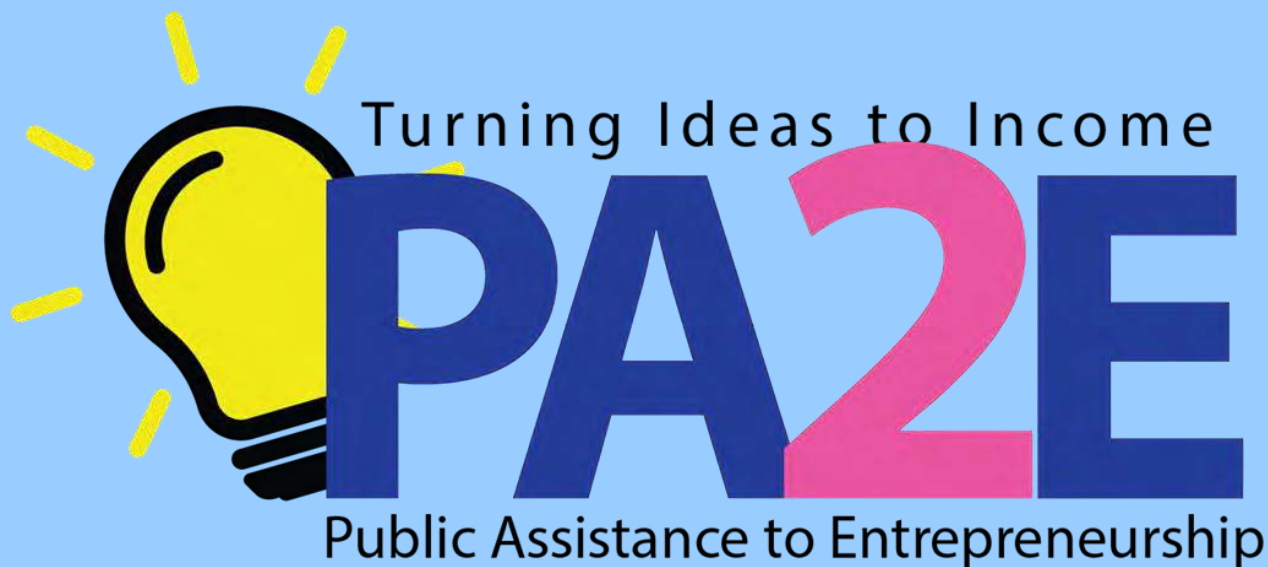
EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Worcester County	Communication Clerk I Communication Clerk-Temporary, Part-time Communication Clerk Trainee Correctional Officer Trainee Carpenter/Maintenance Worker III Grounds Worker II Landfill Operator II Maintenance Worker I Roads Worker II and III Transfer Station Attendant Vehicle and Equipment Mechanic II	Download and print application from http://www.co.worcester.md.us/departments/hr/jobs Mail completed application to: Human Resources Worcester County Government Center 1 W. Market St. Room 1301 Snow Hill, MD 21863 Or fax application to: (410) 632-5614
Worcester County Public Schools	Worcester County Education Foundation Assistant Filing deadline: January 13, 2020	Apply online at https://worcesstermd.tedk12.com/hire/index.aspx
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Representative Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff <i>Lower Shore Family YMCA - Pocomoke City</i> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Child Watch Cleaning Staff	Apply online at http://www.ymcachesapeake.org/employment
Zales - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at https://www.zumiez.com/jobs



START YOUR SMALL BUSINESS

- *Are you interested in small business ownership?*
 - *Do you own a small business but want help getting to the next level?*

The Maryland Department of Human Services partners with the Small Business Development Center to help entrepreneurs who are interested in learning the necessary skills for small business management.*



For more information or to apply, go to PA2E Program at <http://dhs.maryland.gov/workforce-development/public-assistance-entrepreneurship-pa2e/> or call 410-677-4323 to schedule appointment for application assistance.

Must live in Wicomico, Worcester or Somerset County AND be a current SNAP recipient.

****This program does not provide startup capital but will assist you to source for alternative funding.****

WORKFORCE INNOVATION AND OPPORTUNITY ACT TRAINING SERVICES



Do you need skills training to start a new career or advance in your current career?

Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP

WHO ARE WE?

The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act Title I training services. These funds are used to pay tuition, fees, books and supportive services for individuals who receive a career training scholarship.

WHAT ARE THE STEPS TO APPLY?

- √ Register in MWE (mwejobs.maryland.gov/) and create a resume.
- √ Speak with a career counselor at the American Job Center to learn about available programs, eligibility and the enrollment process.

WHAT COURSES ARE ELIGIBLE?

Wor-Wic Community College
Non-Credit Courses
www.worwic.edu

Healthcare

- ⇒ Certified Nursing Assistant
- ⇒ Certified Medical Assistant

Trades

- ⇒ Basic Arc/Flux-Cored Welding
- ⇒ Metal Fabrication

Logistics

- ⇒ Class A Commercial Driver's License
- ⇒ Class B Commercial Driver's License

Other

- ⇒ Child Care Training



Wor-Wic Community College
Credit Courses (1- and 2-year programs)
www.worwic.edu

Healthcare

- ⇒ Chemical Dependency Counseling
- ⇒ Nursing
- ⇒ Radiologic Tech

Other

- ⇒ Business Management
- ⇒ Criminal Justice
- ⇒ Early Childhood Education
- ⇒ Hotel - Motel - Restaurant Management



Interested in other trainings?
Please visit the Maryland Eligible Training Provider list located at www.dlfr.state.md.us/employment/train/



Who do YOU want to be?

Information about the courses above can be obtained through the school website or phone number.

Don't forget to check for any admission instructions that may be required.



Lower Shore Workforce Alliance
Located at the American Job Center
31901 Tri-County Way, Salisbury, MD
(410) 341-6010 — train4jobs.org



Looking for alternatives to college?



We have training opportunities to get you employed **FAST making a living wage and without the debt of college.**

Scholarships are available for the programs listed below!

- | | |
|-------------------------------------|---------------------------|
| ⇒ Certified Medical Assistant | ⇒ Medicine Aide |
| ⇒ Certified Nursing Assistant (CNA) | ⇒ MIG/TIG and Arc Welding |
| ⇒ Child Care | ⇒ Personal Trainer |
| ⇒ Dental Assistant | ⇒ Pesticide Applicator |
| ⇒ Electrical Wiring Technician | ⇒ Pharmacy Technician |
| ⇒ EKG | ⇒ Phlebotomy Technician |
| ⇒ HVACR | ⇒ Truck and Bus Driver |
| ⇒ Medical Coding/Billing | ⇒ Veterinary Assistant |

Must be a resident of Wicomico, Worcester or Somerset County *Must be 18 years of age*

Must demonstrate financial need *Must meet certain eligibility requirements*

Get a job

Get ahead

Get a life



Contact our Continuing Education and Workforce Development Office for more information:
(p) 410.334.2815 (f) 410.334.2952 www.worwic.edu/financialassistance abrumfield@worwic.edu



2020 Dates for the Lower Shore Career Development Center

JOB SKILLS TRAINING PROGRAMS NEW PROGRAMS SERV SAFE AND CUSTOMER SERVICE

	Computer and Clerical	Microsoft Office Bundle	Quick Books	Microsoft Technology Associate Training	NRF Customer Service/Sales Certification	Serv Safe
*Orientation for all Computer and Clerical, QuickBooks, MS Office 365 Bundle and MTA start at 9 am on the first day of class	Mon-Thurs. 9 am-12:00 PM	Mon-Thur. 1 pm -4pm	Friday 9 am-12:00 PM	Mon., Tues., Wed. 1PM-4 PM	Mon., Tues., Wed. 1 PM-4PM	Thursday 1-4 PM Friday 9AM-12:00PM
January	1/07/2020	01/07/2020	*01/10/2020	01/07/2020	01/13/202	01/16-17/2020
February	02/03/2020	02/03/2020	*02/07/2020	02/03/2020	02/10/2020	02/13-14/2020
March	03/09/2020 1-4 PM only	03/09/2020	*03/13/2020	03/09/2020	03/09/2020 9 AM- 12 PM	03/12-13/2020

COMPUTER AND CLERICAL PROGRAM

Coursework includes: MS Word, Excel, PowerPoint, Resumes, Job Readiness,
Length: 6 weeks, self-paced
Requirements: Reading and Math Assessment

MICROSOFT OFFICE BUNDLE (ONLINE/SELF-PACED)

Coursework includes: 2016, Word, Excel, PowerPoint and Outlook
Length: 8 weeks You'll will earn 3.2 C.E.U's that fit today's workforce
Requirements: HS Diploma, Reading and Math Assessment

QUICKBOOKS

Coursework includes: Basic Accounting principles, starting a new company, invoicing, sales receipts, purchase orders, payroll, billing
Length: 8-10 Weeks Friday only 9 am -12 PM
Requirements Quick Books assessment, accounting vocab and basic computer knowledge * Attend Orientation with Computer & Clerical

MICROSOFT TECHNOLOGY ASSOCIATE

Coursework includes: Windows OS Fundamentals, Database Admin, Network Security and more
Length: Self-Paced Earn Microsoft Technology Associate certification for IT Helpdesk
Requirements: HS Diploma, Reading and Math Assessment

SERV SAFE CERTIFICATION (ONLINE CLASS)

Coursework includes: Knowledge of health and safety procedures, time/temperature personal hygiene allergens
Length: 1 day, online class, learn the vocabulary, pass the exam
Requirements Intake Form, Valid email and password address.

Bring two forms of ID, Driver's License, SS#, State ID, Birth certificate. Complete Intake Form, complete assessments if needed.
ASSESSMENT HOURS Monday –Thursday 8:45 AM - 2 PM. Call for more info 410-219-9118 x2200
 Lower Shore Career Development Center 700 S. Salisbury, MD

FREE Carpentry Training



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a construction training program funded by a Department of Labor EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

For more information about course content and schedule, contact Wor-Wic at 410-334-2815 or visit the website at <http://www.worwic.edu/Academics/ContinuingEducation/CarpentryTraining.aspx>.

To be considered for the training, please contact Quality Staffing Services at 410-742-2600 or visit their website at EasternShoreJobs.com and apply for "Carpentry Training."

To be eligible for consideration, candidates must:

- Be a Maryland resident (Lower Shore preferred)
- Have a High School Diploma or GED (Minimum age 17)
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Be able to work in hot, cold, dusty and noisy environments
- Possess good depth perception and manual dexterity
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to lift 50 lbs. unassisted
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. safety glasses, gloves, hearing protection)
- Be job ready
- Have reliable transportation

Basic Construction Techniques is designed to prepare students with the basic skills required to enter the construction industry.

Experience "hands-on" instruction on proper and safe use of hand and power tools. Focus on basic safety standards for construction. Review basic math & measurement as they relate to construction (mathematical functions, decimal-fraction conversion and basic geometry), reading a tape measure and print reading. Review drawing plans to determine materials and fasteners needed.

Discover the importance of work ethic from the employer's perspective. Demonstrate critical thinking and problem solving skills by working through issues related to the construction industry. Focus on construction career paths and understand how a construction team works together. Topics include floor systems, wall systems, basic stair layout, doors and door hardware, drywall installation, drywall finishing, suspended ceilings, trim (window, floor & ceiling) and cabinet installation.

The intent behind the carpentry training is to obtain carpentry employment.



Welding Training (Free)



Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor, Licensing and Regulation EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu. For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for "Welding Training."

To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to work in extremely hot, dusty and noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, hearing protection, steel toe boots, jacket (100% wool, leather or cotton or hybrid of these materials) and 100% cotton long sleeve shirt - est. cost \$250) for up to 7 hours per day
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

Basic Arc/Fluxed Core Welding is a 465 hour course (full time for 13 weeks), designed to provide the entry level welder with the skills necessary to secure employment in the welding industry. Students will progress from basic arc flux cored welding to the welder qualification test for structural welders. Includes basic safety for welders and an introduction to hand and power tools. Develop knowledge to work safely within industry standards and to recognize and avoid hazards.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding, be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect work to industry standards set forth in the "AWS D-1: Structural welding code." Be aware of the requirements of a "Welder Procedure Specification." Students will be required to pass a written evaluation as well as a destructive bend test prior to seeking employment.

A welder qualification record (WOR) will be issued to successful completers. Training includes both classroom and shop instruction with the division of time being 20% class instruction and 80% shop instruction.

The intent behind the welding training is to obtain welding employment.



An Exelon Company

Prepare for a Career at Delmarva Power

Step 1- If you are interested in a career with Delmarva Power (focus is on linesmen at this time), please call Wor-Wic to reserve a seat in a free information session.

Step 2- At the end of the information session, you are welcome to take a free basic English and math assessment to determine if you are ready for the next step.

Step 3- For students who pass the assessment, you are able to prepare for Delmarva Power's pre-employment exam by taking a preparation course: "Get Into Energy Math Revised Course" through Wor-Wic at a total tuition cost of \$25 during day or evening times.

Step 4- Students who pass the assessment are able to take the pre-employment exam through Delmarva Power for potential employment.



Delmarva Power has multiple job opportunities in our area!

Reserve your seat in one information session by calling Wor-Wic at 410-334-2815.

Registration for information sessions will be accepted on a first come, first serve basis.

New. Free Metal Fabrication Training During Evenings! Start Date for the next course is: April 13, 2020.



To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to work in extremely hot/cold, dusty & noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to stand for long periods of time
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment [e.g. welding helmet, safety glasses, gloves, steel toe boots and 100% cotton long sleeve shirts] for up to 3.5 hours per day at a total cost around \$250 [Gear List will be provided]
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

Metal fabricators are in demand!

Metal fabricator training is ongoing through a partnership of Wor-Wic Community College, Arcon Welding Services Training Center, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to grants from the Maryland Department of Labor EARN and Maryland Energy Administration.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu. For the course schedule and to be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for Metal Fabrication Training.

The new Basic Metal Fabrication course will provide 250 hours of evening (5:30 pm - 9:15 pm) instruction and practice Monday through Friday over 14 consecutive weeks. Graduates of the training will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Students will progress from basic blue print reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge for working safely within the industry standards, and recognize and avoid potential hazards.

Metal fabrication students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes. Through instruction and practice, students will be able to use basic lay-out and measuring tools effectively to prepare for cutting and fit-up.

Students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Tack welding and tack welding techniques and procedures will be discussed, modeled and practiced.

There will be an introduction to industry structures and processes and students discover requirements to qualify as a metal fabricator. Metal fabrication training includes 30% classroom and 70% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.



Goodwill Industries of the Chesapeake, Inc. has the tools for you to start your CAREER JOURNEY TODAY!

Providing a Second Chance to
Returning Citizens

- Paid On-the-Job Training
- Transportation
- Housing
- Legal
- Employment Placement Assistance

How it Works

To participate, you must be:
- Age 25 or older
AND
- Released from prison/jail within the last 180 days
OR
- Currently under parole or probation



"I have never in my life worked with such good people (at Goodwill). In spite of my background, they have welcomed me with open arms and no restrictions."
-Jimmy C.



Free Skilled Training
and Tuition Assistance

- Building Trades
- IT
- Retail
- Manufacturing
- Culinary
- Healthcare
- AND MORE!!!

The Goodwill® Reentry Opportunities to Work (GROW) program is made possible with a grant award of \$4.5 million, covering 92 percent of costs, from the U.S. Department of Labor Employment and Training Administration. Eight percent of GROW program activities and services will be supported with \$373,275 in leveraged resources.



Contact: Ellen Willingham
(410) 219-9118 ext. 205
ewillinghan@goodwillches.org

Free Self-Paced Computer Classes

At the American Job Center

31901 Tri-County Way
Salisbury, MD 21804
Phone: (410) 341-6515

Lab Training Hours:
Mon., Tues., & Thurs.
8:30 a.m.-12:30 p.m.
and
1:30 p.m.-4:30 p.m.
Wed. 8:30 a.m.-12 Noon
Fri. Closed

Funding provided by:
 LOWER SHORE WORKFORCE ALLIANCE

WOR-WIC COMMUNITY COLLEGE



OBTAIN
A
REFERRAL
and
REGISTER
TODAY!

Keyboard Skills

Develop skills in typing and effectively using the keyboard. Practice drills to increase your accuracy and speed. *No previous experience is required.*

Introduction to Computers and Technology I

Obtain the workplace skills you need in using Microsoft Office 2013 (Word, Excel and PowerPoint) and Internet basics with SAM, a web-based training program. *Prerequisite: "Keyboard Skills" or basic knowledge of a keyboard.*

Introduction to Computers and Technology II

Advance to the next level and go beyond the basics. Increase your skills in using all the Microsoft applications to complete self-paced capstone projects. *Prerequisite: "Introduction to Computers and Technology I."*

Applied Computers & Technology

Combine all skills learned in "Introduction to Computers and Technology Levels I & II" and prepare to use Microsoft Office in the workplace by completing twelve Skills Assessment Manager (SAM) projects using Microsoft Office 2013. *Prerequisite: "Introduction to Computers and Technology Levels I and II."*

Keyboard Skills: Document Formatting

Apply your keyboarding skills to create basic business documents using Microsoft Word to format business reports, letters, emails, memos, tables, resumes and other communications. *Prerequisite: "Keyboard Skills" or basic knowledge of Microsoft Word.*

In order to participate, stop by the front desk at the American Job Center to be referred by an agency.

- ◆ Set your own schedule and start building your resume today by updating your computer skills.
- ◆ Receive a Wor-Wic Document of Participation and Recognition upon successful completion.
- ◆ Prepares you for additional college-level courses. Earn requirements toward Wor-Wic's Continuing Education Certificate in Computer and Office Technology Essentials.

For additional information about the courses, call Wor-Wic at 410-334-2815.

Area Adult Education Providers

** You may enroll with any program that is convenient for you no matter which Maryland county that you live in.**

Dorchester County

Chesapeake College
1000 College Circle
Wye Mills, Maryland 21679
Phone: 410-822-5400

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages, GED Test Preparation and National External Diploma Program

Somerset County

Princess Anne One-Stop Office
30415 Mount Vernon Rd.
Princess Anne, MD 21853
Phone: 410-677-4261

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages (ESOL), and GED Preparation.

Wicomico County

Wor-Wic Community College
32000 Campus Drive
Salisbury, MD 21804
Phone: 410-334-2815

Services Provided: Adult Basic Education Classes, GED Preparation, English as a Second Language (ESL) Classes, and the National External Diploma Program

Worcester County

Worcester County Board of Education
6270 Worcester Highway
Newark, MD 21841
Phone: 410-632-5071

Services Offered Adult Basic Education (ABE) and English as a Second Language (ESL)

Need information for another county?

Maryland's providers are listed at: <http://www.dllr.state.md.us/gedmd/programs.shtml>

REGISTRATION DATES:

ABE (HS Diploma)

Tuesday, January 7, 2020
10:00, 2:00, or 6:00
Thursday, January 9, 2020
10:00, 2:00, or 6:00

(Appointments to complete Intake testing will need to be scheduled at the time of registration.)

ESL

Tuesday, January 14, 2020
10:00, 2:00, 6:00
Thursday, January 16, 2020
10:00, 2:00, 6:00

Wicomico Public Libraries
122. S. Division St.
Salisbury, MD
(Wor-Wic Classroom is on the lower level)



Adult Education Program

Earn your High School Diploma or improve your English skills!

Wor-Wic offers **FREE** day and evening classes for those interested in Adult Basic Education (ABE) or English as a Second Language (ESL) classes.

New Class Placement, Testing, and Registration will be held at the Wor-Wic office located at the downtown branch of Wicomico Public Libraries on the lower level.

Students must attend the testing session in person. Registration is mandatory for new students. Students only need to attend one session from the provided options. **Please arrive on time to the session and plan to be there for 2-4 hours. Students more than 15 minutes late will not be admitted. Children are not permitted, and only registering students will be allowed to remain during testing.**



For more information:

Phone: **443-260-1703**

E-mail: adulthoodeducation@worwic.edu



Worcester County Public Schools Adult Education Programs

Adult learners seeking to earn a Maryland high school diploma (**GED®**), improve literacy and numeracy skills, or strengthen workforce skills are welcome to join any of our free classes. There are both day and evening sessions throughout the county. We also offer **ESL** Classes.

Worcester County Public Schools Adult Education Programs

6270 Worcester Highway
Newark, MD 21841
410-632-5071
410-251-3326 (en español)



Funding for the Adult Education program is provided by the Maryland Department of Labor.

Call today for more information:

WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)
---	---	---	---	---	---	---	---	---



Earn Your Maryland High School Diploma The National External Diploma Program®

You will work through online activities and with an advisor to complete your program.



Looking for a different way to earn your high school diploma? The National External Diploma Program could be right for you!

- ◆ Earn a Maryland High School Diploma
- ◆ Flexible and confidential
- ◆ Aligned with the college and career readiness standards
- ◆ Work at home, the library, or wherever you have a computer
- ◆ Complete program in 6 – 15 months

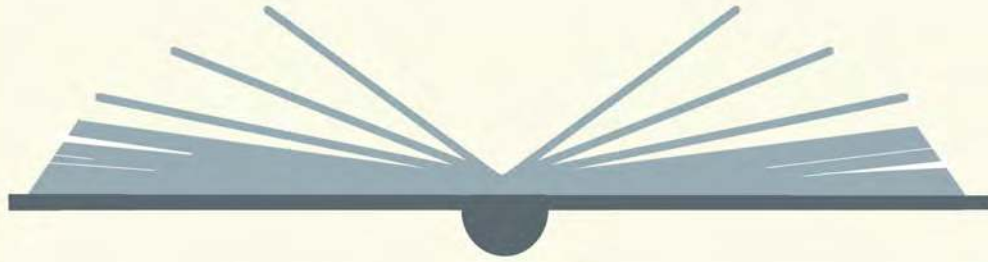
Consider NEDP's Innovative Approach

Use the skills you've gained from life and work experience to demonstrate your reading, writing and math high school level skills.

This web-based program for adults and out-of-school youth offers flexibility to earn your diploma even if you are employed full time, enrolled in job training, or have other commitments.

You will work through online activities and with an advisor to complete your program. You have multiple opportunities to demonstrate your mastery of academic skills in core subject areas.

Leonique Miles Advisor/Assessor * (443) 260-1702 * Denise Burton Advisor/Assessor



PROJECT READ

**Need Help Reading?
Enroll in Project READ!**

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



Want to become an Adult Literacy Coach?

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.



For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159
www.wicomicolibraries.org



Project READ is funded by the Wicomico Public Libraries in partnership with Rotary Club of Wicomico County, The United Way of the Lower Eastern Shore, and The Richard A. Henson Foundation, Inc.

independence / confidence / stability



Want to learn how to improve your credit score to obtain more affordable housing, car payments & insurance?

join us

free credit repair classes

Every 1st Friday
10 AM
(ENGLISH & CREOLE)

Every 2nd Saturday
9 AM
(ENGLISH ONLY)

reserve your seat

908 W. ISABELLA STREET
SALISBURY, MARYLAND 21801

(410) 546-1551
(443) 397-7000

wicomicohabitat.org



independence / confidence / stability



Want to learn how to create a budget, build credit, tackle student loan debt, and more?

join us

free financial literacy classes

Every 1st Friday
10 AM
(ENGLISH & CREOLE)

Every 2nd Saturday
9 AM
(ENGLISH ONLY)

reserve your seat

908 W. ISABELLA STREET
SALISBURY, MARYLAND 21801

(410) 546-1551
(443) 397-7000

wicomicohabitat.org



FREE FINANCIAL EDUCATION CLASSES



COME AND LEARN WHERE YOUR MONEY IS GOING
THE HOME BUYING PROCESS
HOW TO QUALIFY FOR A LOAN AND MORE ...

- BUDGET - CREDIT - PRE-PURCHASE
- POST-PURCHASE - RENTAL RIGHTS & RESPONSIBILITIES
- FAIR HOUSING

EVERY WEDNESDAY FROM 9:00 – 11:00 AM

PLEASE CALL @ (443) 397 – 9239 TO RESERVE YOUR SEAT

**TELAMON CORPORATION
31901 TRI-COUNTY WAY, SUITE 112
SALISBURY, MD 21804**



Legal Clinic

DOWNTOWN LIBRARY
FEBRUARY 12, 2020
1:30 PM - 4:00 PM

Our Cyber Clinics allow Maryland Volunteer Lawyers Service to reach clients in hard-to-reach counties. We partner with the Wicomico Public Library Job Center in Salisbury to make these clinics happen. Clients attend the clinics in-person at the library, while MVLS volunteer attorneys participate from the MVLS Office using just a computer and a webcam to speak with clients and help them through legal issues. Some of the issues the legal experts can address:

- Bankruptcy-Chapter 7
- Expungements & Shielding
- Birth Certificates
- Debt and Consumer Disputes
- Foreclosures
- Deed Changes
- Name Changes
- Income Tax Disputes
- Divorce & Custody

Potential clients interested in attending the clinic should call the Job Center at 410-749-3612 ext. 161

Family Law Assistance

Divorce • Domestic Violence
 Custody • Adoption
 Visitation • Child Support
 Guardianship • Name Change

Dorchester County Circuit Court
 206 High Street
 Cambridge, Maryland

Mondays, Noon to 3:30 PM
 410.228.1395

Somerset County Circuit Court
 11770 Somerset Avenue
 Princess Anne, Maryland

Fridays, 9 AM to Noon
 410.651.4618

Wicomico County Circuit Court
 101 North Division Street
 Salisbury, Maryland

Mondays, 9 AM to Noon
 410.334.3127

Worcester County Circuit Court
 1 West Market Street
 Snow Hill, Maryland

Mondays, 9:30 AM to 2:30 PM
 410.632.5638

LEGAL RESOURCES

Maryland Courts Self-Help Centers
 410.260.1392
mdcourts.gov/selfhelp

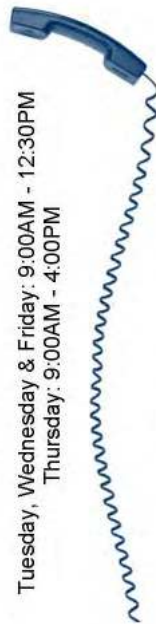
Monday-Friday, 8:30 AM to 8:00 PM

Family Law Hotline
 800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

Legal Forms Hotline
 800.818.9988 (English)
 877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM
 Thursday: 9:00AM - 4:00PM



These organizations may assist you with free or reduced cost legal representation:

Disability Rights Maryland
 800.233.7201
disabilityrightsmd.org

Legal Aid Bureau Inc.
 800.444.4099
mdlhb.org

Maryland Volunteer Lawyers Service, Inc.
 800.510.0050
mvlslaw.org

Pro Bono Resource Center of Maryland, Inc.
 800.396.1274
probonomd.org