

the Job Journal

**TIP
OF THE
WEEK**

How to Email a Resume

Do you need to email a resume to apply for a job? If so, you might find yourself confused about the best way to do it. Should you send your cover letter and resume as attachments, or include both in the body of the email?

First things first: always follow the employer's instructions on how to submit your job materials. The job posting should give you detailed information on how you are expected to apply. You may be asked to upload your resume online or to email your resume. If you're asked to send your resume via email, you may be advised what format you should use for your resume, what to include in the subject line of the email, and the deadline when the employer needs to receive it.

For example, the employer may request that you upload or email your document(s) in a PDF or a Word document. When you email a resume or cover letter, you will typically be asked to add them to the message as an attachment.

Make sure you follow the employer's instructions carefully, or your application may not even be considered.

Emailing a Resume to an Employer

Follow the Directions

Again, the first rule of thumb when emailing a resume is to do exactly what the job listing states. If the listing asks you to send your resume in a particular format or asks you to save your resume under a specific name, be sure to do so. Employers are less likely to consider job applications that do not follow submission instructions exactly.

Use a Clear Subject Line

The subject line is the first thing the employer will see when deciding whether or not to open your message. Make sure your subject line clearly states the purpose of the message so that the employer does not mistake it for spam, or otherwise overlook it. The subject line should include the job title and your name and should be edited for spelling errors. For example, it might be:

- Job Title – Your Name
- Administrative Assistant Resume - Your Name
- Communications Director Position - Your Name

Keep It Simple

Whether you paste your resume into the body of the email message or send it as an attachment, keep the font and style simple. Use an easy-to-read font and remove any fancy formatting. Don't use HTML, emoticons, colored fonts, or images. You don't know what email client the employer is using, so simple is best because the employer may not see a formatted message the same way you do.

Attachments vs. Pasting Plain Text

Keep in mind that some employers do not accept attachments. In such cases, paste your resume into your email message as plain text. However, when there are no instructions, the easiest way to send your resume is as an attachment. That will preserve your resume content and format. Your cover letter can either be attached as well or written in the body of an email message.

Choose a Resume File Format

Be sure to read the job listing carefully for any directions on what format the employer would prefer for your resume. If there are no directions, submit the resume as either a Microsoft Word document (.doc or .docx) or as a PDF document. These are the formats most commonly preferred by employers.

If you have saved your resume as a Google Doc or with word processing software other than Microsoft Word, convert your resume to a Word document. You should be able to click "File," then "Download" and save it as a Word document or PDF.

To save your document as a PDF, depending on your word processing software you may be able to select the menu "File," then the sub-menu "Save as"—or "Save a Copy"—and save it as a PDF. If not, there are free programs you can use to convert a file to a PDF.

Name Your Attachment

If you attach your resume to your email, remember that your employer can see the name of your document. Include your

Tri-County Workforce Development Initiative
31901 Tri-County Way, Suite 110
Salisbury, Maryland 21804

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name in the title so that the employer will know, at a glance, who you are. For example, you could name your resume "Firstname_Lastname_Resume."

Don't use a generic name like "Resume" or, even worse, "Resume1" or "Resume 2." This might make the employer think you don't care enough about the job to tailor your materials specifically to the position. It also doesn't help the employer remember who you are.

Include Your Signature

At the bottom of the email message include an email signature with your contact information, so it's easy for the hiring manager to get in touch with you. In your signature, include your name, email address, phone number, and the URL of your LinkedIn profile, if you have one.

Tips for Emailing a Resume

Use a Professional Email Address

Make sure to use a professional email address that includes your name or part of your name. If you don't have one yet, create a new professional email address with your first and last name, if possible.

Look at Samples

Look at sample emails with resumes attached and sample emails with resumes in the body of the message. These will give you a sense of how to format your messages.

Send a Test Email Message

Before you click "Send," send yourself a test email message to be sure your application is perfect and good to go:

- Attach your resume, then send the message to yourself first to test that the formatting works.
- Open the attachment so you are sure you attached the right file in the correct format, and that it opens correctly.
- Once everything looks good, send it to the employer. If there are issues, update your materials and send another test message to yourself.

Carefully Edit and Proofread Your Documents

Make sure you use spellcheck and check your grammar and capitalization. Employers expect the same level of professionalism in emails as they do in paper correspondence. Be sure to proofread your subject line, the body of your email, and any attachments.

Many email programs have built-in spellcheckers you can use. Alternatively, write your cover letter message using a word processing program, spell-and-grammar-check it, and paste it into the email message. There are free online proofreading programs, like Grammarly, you can use to check your documents.

No matter how you write it, be sure not to rely solely on spellcheckers, which can miss many grammar and spelling mistakes. Reread your message yourself and consider having a friend look at it as well.

How to Send Your Cover Letter Via Email

When applying for a job via email, you can copy and paste your cover letter into the email message or write your cover letter directly into the body of an email message.

If the job posting doesn't specify how to send it, you can also choose to send your cover letter as an attachment. If you do so, use the same format as your resume (for example, if your resume is a PDF, your cover letter should be too). Also use the same naming convention as you did for your resume, e.g., janedoecoverletter.doc.

Be sure to read the directions on the job application carefully: sometimes companies want all your materials sent as one PDF or Word document, and other times they want separate attachments for each document.

Include an Introduction in Your Email

If you do send both your resume and letter as attachments, include a brief introduction in your email message. In it, state the job you are applying for and note that your resume and cover letter (and any other requested materials) are attached.

Review a Sample Message

Sample

Subject: Customer Service Manager Position - Your Name

Dear Hiring Manager,

I am very interested in applying for the Customer Service Manager position that is listed on Monster.com.

I've attached my resume and cover letter. If there's any additional information you need, please let me know.

Thank you very much for your consideration.

Sincerely,

FirstName LastName

Email

Phone

LinkedIn

Key Takeaways

ALWAYS FOLLOW THE EMPLOYER'S INSTRUCTIONS:

They will likely indicate whether you should email your resume as an attachment or pasted into the body of the email and what file type to use, e.g. a Word document or PDF.

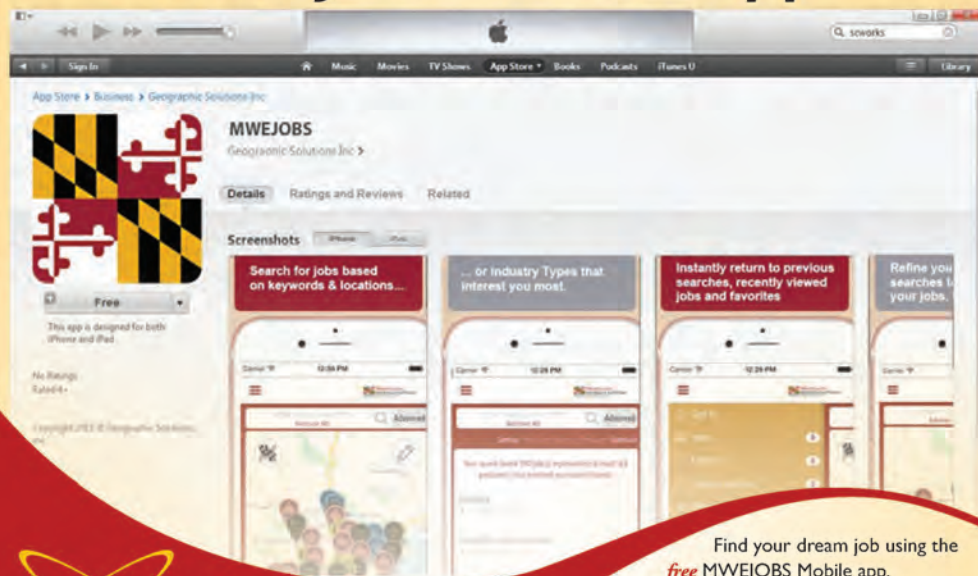
CHOOSE THE RIGHT FILE NAME: The best file names include your name and do not include version numbers, which might make it seem like you're less invested in this particular job.

LOOK AT SAMPLES BEFORE EMAILING: Note the best format, subject line, and signature for your email. However, be sure to customize your message for every application.

PROOFREAD AND TEST BEFORE SENDING: Make sure your email is professionally formatted and typo-free before you hit "send."

Doyle, Alison. "How to Email a Resume." *The Balance Careers*, Dotdash, 15 July 2021, <https://www.thebalancecareers.com/how-to-email-a-resume-2063299>.

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@dlr.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.

Maryland's American Job Center networks are 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. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local American Job Centers.



VIRTUAL JOB FAIR

August 4, 2021

1:00 - 4:00 p.m.

Are you looking for employment?

Attend an online recruiting event and connect in real time with employers hiring now!

Industries include healthcare, transportation & logistics, food services and hospitality, construction and building trades, retail, administrative support and more!

Register at <https://pvapi.premiervirtual.com/s/ndAJQx>

★ If you need assistance creating a resume prior to the event, visit <https://mwejobs.maryland.gov/> or call 410-341-8533 to schedule an appointment with a Job Service Specialist.

★ Career counselors will be available starting at 11:00 a.m. to provide one to one resume review, interview prep and job fair assistance.



**31901 Tri-County Way
Salisbury, MD 21804
410-341-6515**

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Courtesy Clerk Deli/Meat Clerk Pharmacy Technician (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk In-Store Shopper (E-commerce) Pharmacy Clerk (Salisbury)	Apply online at https://www.albertsoncompanies.com/careers/en/our-companies/acme.html?our-companies=Acme
Advance Auto Parts	<i>Salisbury</i> Store Hourly Store Driver Retail Parts Pro Driver Salesperson	Apply on line at https://www.advanceautoparts.jobs/
	<i>Pocomoke</i> Salesperson Store Hourly Retail Parts Pro Store Driver	
ALDI	Assistant Store Manager Store Associate	Apply online at https://careers.aldi.us/
Anchorage Healthcare Center	Maintenance Technician Certified Medication Aide Culinary Aide Activities Leader Personal Care Assistant GNA	Apply online at https://jobs.apploi.com/profile/communicarefamily
Applebee's	Bartender Sanitation Specialist Dishwasher/General Utility Server Carside To-Go Specialist Line Cook Host	Apply online at https://www.applebees.com/en/restaurant-jobs

Atlantic General Hospital	AGHS Financial Operations Assistant Certified Pharmacy Tech Collections Specialist Echocardiographer Emergency Department Tech Floor Care Tech Housekeeping Aide Maintenance Specialist Mammography Technologist Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Patient Greeter Patient Safety Aide Payment Poster Pharmacy Purchasing Technician Registration Specialist Secretary/Nurse Technician Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Diesel/Farm Equipment Technician Small Engine Mechanic	Apply online at https://www.atlantictractor.net/employment
Atria	Housekeeper Memory Care Caregiver	Apply online at https://www.atriaseniorliving.com/careers/
Barnes & Noble	Barista	Apply online at https://careers.barnesandnoble.com/retail-jobs
BesTemps	Administrative Assistant Assembler (Salisbury) Front Desk Employment Coordinator/Assistant Staffing Specialist (Salisbury) General Laborer Hospitality Worker (Ocean City) Housekeeper/Houseman (Ocean City) Industrial Maintenance Mechanic (Salisbury) Line Cook (Ocean City) Machine Operator (Salisbury) Maintenance Technician (Various locations) Material Handler (Salisbury) Shipping and Receiving Associate (Pocomoke) Sign Installer (Salisbury) Warehouse Associate (Salisbury)	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	Apply online at https://careers.biglots.com/
Blue Water	<i>Berlin</i> Cast Member/Performer Guest Service Specialist Cook Gate Attendant Shuttle Driver Retail Clerk Barista Security Guard	Apply online at https://bwdc.com/

	<p><i>Ocean City</i> Accounting Clerk Housekeeping Supervisor Maintenance Intern Pool Attendant Front Desk Agent Reservations Specialist Maintenance Technician</p> <p><i>Whaleyville</i> Camp Store Associate Snack Bar Attendant Activities Assistant Housekeeper Front Desk Agent</p>	
Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor Grill Cook Dishwasher	Apply online at http://careers.bobevans.com/
Boscov's - Centre at Salisbury	Loss Prevention Detective Beauty Advisor Cosmetic Sales Sales Assistant/Floater Shoe Sales Associate Courtesy Desk Associate Department Manager Cosmetics Sales Consultant	Apply online at https://www.boscovs.com/
Burlington	Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	Kitchen Manager Assistant Kitchen/Culinary Manager <i>Ongoing recruitment</i> Prep Cook Restaurant Busser Dishwasher Server To-Go Specialist Host Bartender	Apply online at https://www.carrabbas.com/careers
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Recruiter Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder Painter	Apply online at http://www.chesapeakeshipbuilding.com/take-action/

Chesapeake Utilities	Delivery Driver Line Locator I Service Technician (Pocomoke) Customer Service Representative I (Pocomoke)	Apply online at https://chpk.com/our-culture/careers/
Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook 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 Fruitland	Public Works Maintenance Worker I Utilities Technician I	Apply online at https://www.cityoffruitland.com/how_do_i_apply_for_obtain/employment.php
City of Pocomoke	Water/Wastewater Lead Operator Public Works General Laborer Police Communications Operator Entry Level Police Officer	Apply online at https://www.cityofpocomoke.com/info/jobs
City of Salisbury	Utility Tech I, II or III Motor Equipment Operator II-Sanitation Water Plant Operator I Waste Water Treatment Operator I Operations Support Staff Bus Driver (Part-time as needed) Automotive Mechanic Trainee, Mechanic I or II Records Management Technician Parking Attendant Zoo Educator Revenue Supervisor Field Ops Technician Crew Leader Streets Supervisor Asset Management & Facilities Specialist Community Programs Specialist 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.
Coastal Hospice & Palliative Care	Thrift Shop Associate Certified Nursing Assistant (CNA) Certified Medication Technician	Apply online at https://coastalhospice.org/careers/
Cobb - Princess Anne, Pocomoke	Laying House Worker (Princess Anne) Poultry Farm Crew (Pocomoke) Blood/Vac Crew (Pocomoke) Night Shift Hatchery Monitor (Pocomoke)	Apply online at https://www.cobb-vantress.com/en_US/careers/
Coca-Cola Consolidated	Warehouse Material Handler Delivery Merchandiser Trainee Seasonal Merchandiser Switcher I	Apply online at https://cokeconsolidated.jobs.net/

Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers PRN Nurse Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/marland/salisbury/careers/jobs
Corizon Health - Westover	Certified Nursing Assistant Clerk Specialty Clinic	Apply online at https://www.corizonjobs.com/
Crothall Healthcare	Lead Housekeeper Laundry Services Housekeeper	Apply online at https://www.crothall.com/careers/all
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Associate General Manager	Apply online at https://www.cvs.com/
Delaware Elevator	Apprentice Elevator Mechanic/Technician Drilling General Laborer General Laborer Marine Sales Representative Service Dispatcher	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Retail Sales Associate Retail Cashier	Apply online at https://www.dickssportinggoods.jobs/
Dove Pointe	Residential Program Coordinator Medical Transport Driver Maintenance Floor Tech Aide Instructor Driver House Counselor Residential Aide Mentor Maintenance Tech Children's Program Aide	Apply online at https://www.dovepointe.org/careers
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx
Encompass Health	Rehab Nursing Tech I Physical Therapy Assistant	Apply online at https://www.encompasshealth.com/careers
Exelon Corp	Building Servs Tech 1/C NS NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	General Laborer Client Service Associate Production Associate Glazier/Helper (Delmar)	Apply online at https://www.expresspros.com/
Five Guys - Salisbury, Ocean City	Crew Member Shift Leader Shift Manager Assistant Restaurant Manager	Apply online at https://www.joinfiveguys.com/

Food Lion	<i>Nanticoke Road (Salisbury)</i> Customer Service Leader (Office Assistant) Perishable Associate Produce Associate Sales Associate (Cashier) To Go Lead To Go Associate Center Store (Grocery) Associate	Apply online at https://www.foodlion.com/
	<i>Snow Hill Road (Salisbury)</i> Customer Service Leader-Office Assistant Sales Associate (Cashier) Center Store (Grocery) Associate Deli Bakery Associate Retail Pricing Coordinator Specialty Merchandise Associate To Go Lead To Go Associate Produce Associate Center Store Grocery Manager Perishable Associate	
	<i>Tilghman Road (Salisbury)</i> Center Store (Grocery) Associate Sales Associate (Cashier) Deli Bakery Associate To Go Associate Specialty Merchandise Associate Cake Decorator Produce Associate To Go Lead	
	<i>Fruitland</i> Assistant Customer Service Manager Perishable Associate Cake Decorator Produce Associate Frozen Food/Dairy Associate Quality Assurance Associate Deli Bakery Associate Sales Associate (Cashier) Customer Service Leader-Office Assistant Customer Lead	
	<i>Princess Anne</i> Assistant Customer Service Manager Produce Associate Customer Service Leader-Office Assistant Customer Lead Quality Assurance Associate Sales Associate (Cashier)	

	<p><i>Berlin</i> Customer Service Leader-Office Assistant Customer Lead Sales Associate (Cashier) To Go Associate To Go Lead Center Store (Grocery) Associate Cake Decorator Deli Bakery Associate Specialty Merchandise Associate Frozen Food/Dairy Associate</p> <p><i>Ocean City</i> Specialty Merchandise Associate Center Store (Grocery) Associate Customer Service Associate Customer Service Leader - Office Assistant</p> <p><i>Ocean Pines</i> Customer Service Associate Center Store (Grocery) Associate To Go Associate To Go Lead</p> <p><i>West Ocean City</i> Customer Service Associate Center Store (Grocery) Associate Deli Bakery Associate</p>	
Genesis Health Care	Aide-Geriatric Nurse Guest Services Specialist Housekeeper Bookkeeper-Center AP Dietary Aide Nursing Unit Assistant In Training Non-Certified Cook Laundry Aide Certified Medicine Aide Activity Assistant Senior Maintenance Director Rehab Office Coordinator Physical Therapist Assistant	Apply online at https://www.genesiscareers.jobs/main/
GNC	Retail Sales Associate	Apply online at https://www.gnc.com/
The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at https://thegreenturtle.com
H&M - Centre at Salisbury	Retail Visual Keyholder Retail Sales Advisor	Apply online at https://career.hm.com/content/hmcareer/en_us/findjob.html
Harbor Freight & Tools - Salisbury, Pocomoke	Retail Sales Associate Retail Stocking Associate Retail Stocking Supervisor (Pocomoke)	Apply online at https://harborfreightjobs.com/

Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	Certified Medication Technician (Salisbury) Housekeeper (Snow Hill) Driver/Maintenance (Snow Hill) Dietary Aide (Snow Hill) Certified Geriatric Nursing Assistant (Snow Hill)	Apply online at https://harrisonseniorliving.com/careers
Holt Food and Paper Company	Day Warehouse Receiver/Stocker Daytime Order Selector Night Warehouse Order Selector	Apply online at http://holtpaper.com/About-Us/Careers
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Designer-Kitchen/Bath Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate Measurement Specialist, Flooring (Ocean City)	Apply online at https://careers.homedepot.com/
HomeGoods - Salisbury, Ocean City	Merchandise Associate (Salisbury) Cashier (Ocean City)	Apply online at https://jobs.tjx.com/
K&L Microwave	Electronic Assembler Electronic Technician Production Supervisor Inventory Associate Senior Electronic Technician Material Planner	Apply online at http://www.klmicrowave.com/employment.php
LensCrafters	Sales Associate	Apply online at https://www.lenscrafters.com/lc-us/careers
Longhorn Steakhouse	Dishwasher To Go Specialist Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations

Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Cashier Delivery Coordinator Back End Clerk Retail Associate Receiver Stocker Overnight Merchandising Service Associate Sales Associate Cashier Loader/Cart Associate Fulfillment Associate Scheduling Staffing Admin <i>Pocomoke:</i> Cashier Retail Associate Receiver Stocker Fulfillment Associate Head Cashier Sales Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Certified Medical Assistant Certified Nursing Assistant/Geriatric Nursing Assistant Housekeeper	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Merchandise Associate (Ocean City)	Apply online at https://jobs.tjx.com/
Ocean Pines Association	Swim Instructor Golf Maintenance Laborer Beach Club Kitchen Staff General Laborer Aquatics Front Desk Facility Coordinator Recreation Front Desk Facility Coordinator Lifeguard	Instructions to apply at https://oceanpines.org/web/pages/work-here
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Restaurant Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Freight Flow Supervisor Sales Associate	Apply online at https://www.ollies.us/careers/
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	Manager (Ocean City) Night Baker Associate	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Pep Boys	General Service Technician Technician B Assistant Service Manager Store Manager of Service Technician A	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Trainee Fountain Install Technician Bulk CR Forklift Operator/Loader	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Clerk 4 Customer Service Lead Dapac Machine Operator Edible Oil Refinery Operator Edible Oil Refinery Supervisor Electronic Technician Fleet Maintenance Clerk Fleet Tech Freight Payables Coordinator Garage Supervisor Grain Crew Leader Grain Operator Mail Room/Shipping Coordinator Maintenance Mechanic Maintenance Parts Clerk Production Associate Production Associate Live Hanger Sensory Technician Shipping Clerk Soy Crush Operator Soy Crushing Crew Leader Transportation Supervisor Weighing & Grading Operator	Apply online at https://www.perducareers.com/
Piedmont	Crew Scheduler Airline Customer Service Agent	Apply online at https://piedmont.jobs.net/
Plymouth Tube	Maintenance Supervisor	Apply online at https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth

Quality Staffing	<p><i>Wicomico</i></p> <p>QA Coordinator Forestry Heavy Equipment Operator Administrative Assistant Sales Representative Restaurant Staff Property Maintenance Technician Janitorial Porter Plater Logistics Coordinator Lead Custodian-Supervisor Security Systems Technician Compliance Administrative Assistant Soldering Assembler Assembler Housekeeper Clerical/Admin Assistant CNC Operator Electronic Technician Industrial Painter Groundskeeper Accounts Receivable Associate</p> <p><i>Worcester</i></p> <p>Administrative Assistant/Guest Services Lab Technician Production Worker Heavy General Laborer Lab Tech Assistant Fabrication & Installation Technician I Sales Representative Electrician Housekeeper/Room Attendant Short Order Cook Shipping-Receiving Clerk Line Cook Dishwasher Forklift Special Projects Technician</p> <p><i>Somerset</i></p> <p>RF Assembler Filter Assembler Filter Technician Senior Technician Plant Worker & Packer Packaging Associate Food Production Worker Assembly Line/Packer</p>	Apply online at https://easternshorejobs.com/
Red Lobster	<p><i>Ongoing recruitment</i></p> <p>Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility</p>	Apply online at https://www.redlobster.com/

Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager	Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Fruitland & Pocomoke	<i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at https://www.rubytuesday.com/careers
Safelite Auto Glass	Auto Glass Technician Trainee	Apply online at https://www.safelite.com/careers
Salisbury University	Accounting Clerk I Storekeeper/Customer Service Cashier/Customer Service Standardized Patient Housekeeper Assistant Maintenance Mechanic Sr. Administrative Assistant II Catering Assistant Coffee Shop Barista Food Service Assistant Retail Food Service Supervisor	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx
Sam's Club	Maintenance Custodian Associate Member Frontline Cashier Merchandising and Stocking Associate Baker and Packager Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Fresh Team Manager Member Team Lead Tbc Tire Tech Member Support Prepared Meals and Rotisserie Chicken Associate Tire & Battery Technician Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper Pharmacy Technician Certified Member Specialist	Apply online at https://careers.walmart.com/
Sherwin Williams - Crisfield	Operating Technician Manufacturing Operations Packaging Technician Brushmaker Production Supervisor Operating Technician II	Apply online at https://www.sherwin-williams.com/

Shore Up - Wicomico, Worcester, Somerset	Receptionist/Intake Worker Teacher II Child Development Associate Trainee Certified Nursing Assistant Health Services Assistant Nutrition Aide (Stockton) Bus Aide Bus Driver Teacher I Center Aide Custodian Teacher's Aide	Download application at https://shoreup.org/employment/join-our-team/ and email to humanresources@shoreup.org
Somerset County	Correctional Officer 911/Emergency Communications Dispatcher I Automotive Services Supervisor Landfill Equipment Operator Building Custodian	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
SP Industries - Pocomoke City	Facility Service Associate Machine Operator	Apply online at https://www.spindustries.com/employment/
Staples	Retail Sales Print Supervisor Print Production Sales Supervisor Retail Sales Technology Associate Retail Sales Associate Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Operations Supervisor Print Production Lead	Apply online at https://retailcareers.staples.com/
State Of Maryland	Correctional Dietary Officer Trainee (Wicomico, Somerset) Licensing & Registration Technician I (Wicomico) Temp-Call Center Representative (Wicomico, Somerset) Fiscal Accounts Clerk I (Worcester) Correctional Maintenance Officer I (Somerset) Correctional Officer II (Somerset) Patient/Client Driver (Somerset) Peer Recovery Specialist I, Certified (Somerset)	Apply online at https://jobapscloud.com/MD/
Sun Communities, Inc.	Activities Assistant Café Barista Guest Services Coordinator Hospitality Host Resort Groundskeeper Resort Housekeeper Resort Maintenance Technician Resort Pool Attendant Restaurant Cook Shuttle Operator Snack Bar Attendant Store Clerk	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Salisbury, Ocean City	Sales Associate	Apply online at https://www.lenscrafters.com/lc-us/careers

Sysco - Pocomoke	CDL A Local Delivery Truck Driver Diesel Fleet Mechanic Technician II Warehouse Order Selector CDL A Local Delivery Truck Driver Trainee	Apply online at https://careers.sysco.com/
Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant; Cashier-General Merchandise, Inbound) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage)	Apply online at https://jobs.target.com/
Taylor Bank	Customer Service Associate (Pocomoke)	Apply online at https://www.taylorbank.com/careers/join-our-team/
Texas Roadhouse - Fruitland	Host To Go Dishwasher Line Cook Server	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Activity Aide (Crisfield)	Apply online at https://www.tidalhealth.org/careers
	Administrative Assistant	
	Assistant-Physical Therapy (Salisbury, Crisfield)	
	CAT Scan Technologist	
	Certified Tumor Registrar	
	ENDO Procedural Tech	
	Food Service-Cafeteria Aide (Crisfield)	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Food Production Assistant	
	GNA (Crisfield)	
	Medical Assistant (Salisbury, Berlin)	
	Nursing Assistant	
	Patient Care Tech II	
	Patient Service Representative	
	Representative-Patient Access	
	Representative-Patient Account	
	Scheduler	
	Scribe	
	Technician-Pharmacy Certified	
	Technician-Service Desk I	
	Unit Secretary	
TJ Maxx - Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Police Communications Officer Public Works Part-time Seasonal Help	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Plant Operator I	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Vehicle Equipment Technician I	
	Trades Helper (Maintenance)	
	Seasonal Maintenance Worker	
	Temporary Parks Worker	

	Office Associate III Retention & Recruitment Coordinator Account Clerk Bus Driver Solid Waste Worker I & II Beach Activities Assistant Building Maintenance Worker Vehicle Equipment Technician I As Needed Administrative Support Concessions Worker Tennis Attendant Surf Rescue Tech/Lifeguard Boardwalk Comfort Station Attendant Concessions Supervisor Bus Maintenance Tech I Transportation Dispatcher Tram Driver Tram Conductor Ticket Seller Camp Horizon Day Camp Counselor Scamper Camp Day Camp Counselor	
Town of Snow Hill	Public Works General Laborer Water/Wastewater Operator	Apply online at https://www.snowhillmd.gov/employment.html
Tri-County Council for the Lower Eastern Shore of Maryland	Personnel Coordinator AJC Navigator Custodial Services Aide Mobile Workforce Development Specialist	Apply online at https://tcclesmd.org/human-resources/
Ulta Beauty - Salisbury, White Marlin Mall	Prestige Beauty Advisor Services Manager (Salisbury) Beauty Advisor Hair Stylist	Apply online at https://careers.ulta.com/
UMES	IT Support Associate HVAC Mechanic III	Apply online at https://umes.peopleadmin.com/postings/search
Vacasa - Ocean City	Property Caretaker Rental Accounting Coordinator Seasonal Housekeeper Seasonal Maintenance Technician Sales Coordinator	Apply online at https://www.vacasa.com/careers/positions
Verizon	Retail Sales Representative	Apply online at https://www.verizon.com/about/work/
Walgreens - Salisbury, Berlin	Pharmacy Tech/Pharm Tech Apprentice Healthcare Customer Associate Customer Service Associate Shift Lead (Salisbury, Berlin) Pharmacy Cashier (Salisbury) Pharmacy Operations Manager (Berlin)	Apply online at https://jobs.walgreens.com/

Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cashier & Front End Services Auto Care Center	Apply online at https://careers.walmart.com/
WBOC / WRDE	Field Production Vehicle Operator Traffic Coordinator	Apply online at http://drapermediajobs.com/
WCDC	Ceramics and Pottery Instructor Scheduling Coordinator Janitorial Maintenance Residential Manager Personal Supports Facilitator Personal Care Assistant and Transporter Art and Activity Instructor Weekend Residential Counselor Awake Over Night Residential Counselor	For detailed job descriptions, and to download and print application, go to http://wcdcservices.org/employment-opportunities/ Apply online at https://recruiting.paylocity.com/recruiting/jobs/All/febfa26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at https://www.lifeatwestmarine.com/
Wicomico County	911 Specialist (911 Call Taker and Dispatcher) Administrative Associate I Correctional Officer I Crew Leader I Crew Leader-Recycling Human Resources Benefits Specialist Maintenance Supervisor Maintenance Technician Motor Equipment Operator I Police Communications Specialist I Athletic Complex Seasonal Worker Bailiff-Circuit Court Box Office Employee Concessions Manager Concessions Staff Convenience Center Attendant Cook Court Security-Civilian Crossing Guard Emergency Management Technician Ferry Operator Kids Klub After School Staff Kids Klub Summer Camp Staff Maintenance Technician Maintenance/Janitorial Pemberton Nature Camp Counselor Sports Event & Services Coordinator	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico County Public Schools	Administrative Assistant Contractual Custodian Contractual Food Service Worker	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
WMDT	Studio Technician News Producer Media Specialist	Apply online at https://www.wmdt.com/about-us/job-openings/

Worcester County	Electronic Services Specialist III 911 Call Taker Emergency Communications Specialist I Emergency Communications Specialist Trainee Correctional Officer Trainee Correctional Officer-Cook Landfill Operator II Landfill Operator I Vehicle and Equipment Mechanic Transfer Station Attendant Road Worker II and III General Laborer/Maintenance Worker I Rec Program Monitor Parks Worker III-IV Office Assistant IV Program Monitor Tax Collection Specialist Accounting Clerk II	Apply online at https://worcesterhr.co.worcester.md.us/
Worcester County Recreation and Parks	Referee Program Monitor Parks Worker III or IV Gym Monitor Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
YMCA - Salisbury, Pocomoke	<div> <i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff Day Camp Counselor Day Camp Coordinator </div> <div> <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 Stay & Play Child Watch Assistant Cleaning Staff Day Camp Counselor Day Camp Coordinator </div>	Apply online at http://www.ymcachesapeake.org/employment



Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR August 02, 2021 - August 06, 2021

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Job Order Number	Company	Position	Positions open
1412095	City of Pocomoke	Police Communications Operator	1
1412098	City of Pocomoke	Entry Level / Lateral Police Officers	1
1412091	City of Pocomoke	Lead Operator - Water/Wastewater	1
1412094	City of Pocomoke	Public Works - General Laborer	1
1412196	Worcester County Government	Emergency Communications Specialist Trainee	1
1413439	Berlin Nursing and Rehab Center	Receptionist Weekends and Evenings	1
1412322	Pediatric Dentistry of Salisbury	Bi-Lingual Front Office Team Member	1
1410509	Tri-County Council for the Lower Eastern Shore of Maryland	Personnel Coordinator	1
1412305	Salisbury University	Storekeeper/Customer Service Bookstore	1
1412308	Salisbury University	Cashier/Customer Service Bookstore	1
1413432	Town of Ocean City	Plant Operator I	1
1410802	Town of Ocean City	Office Associate III	1

Visit mwejobs.maryland.gov for Additional Information & Instructions to Apply

"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."



Virtual Format

CUSTOMER SERVICE AND SALES NATIONAL RETAIL CERTIFICATION TRAINING

Goodwill and The National Retail Federation (NRF) have partnered to offer a virtual format customer service and sales training.



Learn the following skills:

- Retail Fundamentals
- Communication and Teamwork
- Problem Solving
- Customer Service
- Inventory Tracking
- Payment Procedures and more!

Where: **Virtual self-paced lessons**

Length: **1 - 2 weeks**

Contact: **443-669-5846** or
digitalskills@goodwillches.org

NRF Certification exam upon completion of the training. **Internet access required.**

goodwillches.org



Serv Safe Training

Course Info:

ONE DAY Online and Self-Paced
Learn the vocabulary and pass the assessment test and receive your certification

Requirements:

- * Complete intake form
- * VALID email address and password
- * Internet required through phone, tablet or computer

Recommended for the Food and Hospitality Industries

Learn the Principles of Food Safety:

Food Safety Regulations
The Importance of Food Safety
Time and Temperature Control
Good Personal Hygiene
Safe Food Preparation
Preventing Cross-Contamination
Cleaning and Sanitizing
HACCP (Hazard Analysis and Critical Control Points)
Allergens

Earn an official certificate documenting course hours and display your certificate on your resume!

Contact:

443-669-5846
digitalskills@goodwillches.org



WORKFORCE INNOVATION AND OPPORTUNITY ACT CAREER AND 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 TRAINING COURSES ARE ELIGIBLE?

Please visit the Maryland Eligible Training Provider list located at www.dlir.state.md.us/employment/train/ to search for trainings by training provider, training type, geographic location or key word.



NOT SURE WHAT YOU WANT TO DO?



[My Next Move](#) is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers.

HOW DO I 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.



**LOWER SHORE
WORKFORCE ALLIANCE**

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



Wor-Wic Community College

Free Metal Fabrication Training During Evenings: August 2021



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 \$100 (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 with Wor-Wic Community College, Arcon Welding Training Center, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. The training is free thanks to grants from the Maryland Department of Labor EARN and Maryland Energy Administration.

Courses run Monday through Friday for 14 weeks from 5:30-9:00pm. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for the free career-changing 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 instruction and practice 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, recognize and avoid potential hazards and receive OSHA trainings.

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 techniques and procedures will be discussed, modeled and practiced.

There will be an introduction to industry structures and processes and students will discover requirements to qualify as metal fabricators. Metal fabrication training includes 20% classroom and 80% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.



Wor-Wic Community College

Free Welding Training for eligible candidates

Projected Start Date of Next Course: November 2021

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 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. To be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for the 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 urine 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) at est. cost \$150-\$250)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training
- Commit to attend classes, be on time, work hard and not give up!

Stick, Flux Core, MIG and TIG Welding is a 455 hour course with 5 hours of instruction per day, Monday-Friday for 18.2 weeks. The course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry.

Students will begin by developing knowledge to work safely within industry standards and recognize and avoid hazards. Through instruction, discussion, modeling and practice, students will become proficient with blueprint reading, measuring, hand and power tools, and stick/MIG/flux core/TIG set-ups, processes and clean up.

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 D1.1 Structural welding code." Be aware of the requirements of a "Welder Procedure Specification."

Skills will be articulated verbally, in writing and by performance on quizzes, tests, a final exam and destructive bend test prior to seeking employment. Up to eight welding qualifications may be earned for structural welding.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom (20%) and shop instruction (80%).

The intent behind and expectation of the training is to obtain welding employment.



Wor-Wic Community College

Construction Academy: Free Training for eligible candidates



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a "Construction Academy" 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.

The next two course program runs from Sept. 2021-April 2022, one evening per week with a partial/whole day internship component. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for this free, career-changing training, contact Quality Staffing Services at 410-742-2600 or visit 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

The "Construction Academy" is designed to prepare students with 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 (math 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.

Experience construction through an internship to strengthen all skills. The intent behind the "Construction Academy" is to obtain construction employment.



PHARMACY TECHNICIAN PROGRAM

Rx

Goodwill Industries of the Chesapeake, in conjunction with CVS Health and Baltimore City Community College, is proud to offer a Pharmacy Technician Program.

This 16 week program includes:

- Pharmacy Calculations
- Pharmacy Theory
- CPR Training
- Pharmacy Tech Certification Exam
- 160 Hour Clinical Externship (M-F 9am-5pm)

Eligibility Requirements

Applicants must be 18 or older with a HS Diploma/GED and no criminal background. Must also pass TABE assessment, urinalysis and PPD screenings.

Students must pass all course requirements to obtain the Maryland Board Pharmacy Technician Certification.

Where: **Virtual Facilitator** (only)

When: **Monday - Thursday 9am-4pm**

Length of training program: **16 weeks**

Contact: pharmtech@goodwillches.org

IN PARTNERSHIP with

goodwillches.org

 **CVS Health**


BALTIMORE CITY COMMUNITY COLLEGE

Goodwill
Industries of the Chesapeake, Inc.

RISE

Raising. Independent. Skilled. Employees.

Workforce Development Program

Are you in need of help getting a job and maintaining it, or continuing your education?

We can help!



We Can Help You With:

- GED enrollment
- Job Skills Training
- Work Experience
- Occupational Skills Training
- Mentorship & Counseling

Eligibility:

- 16-24 years old
- Not attending school
- Lives in Worcester, Somerset, or Wicomico County



Funded By:
LOWER SHORE WORKFORCE ALLIANCE

 **Grace Center**
for Maternal and Women's Health

Contact Grace Center:

(443) 513-4124
info@gracematernalhealth.org



YOUR VISION, OUR MISSION



Telamon Corporation Young Adult Career & Education Program



David Noonan
Call (443) 397-2767
or email dnoonan@telamon.org
31901 Tri-County Way, Suite 112
Salisbury, MD 21804

www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids available upon request. Funding sources and amount available upon request.

***Are you 18 to 24 years
old and want to get back
into school? Continue
your education? Or
interested in starting
a career?***

If so... Let's talk.

A proud partner of the
americanjobcenter
network

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: 443-669-6373

Email: adulthoodeducation@worwic.edu

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>

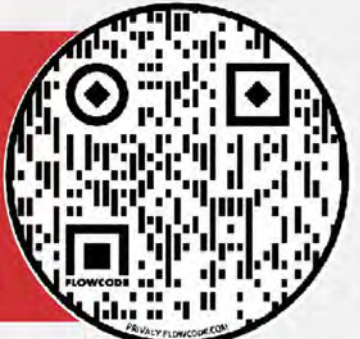


INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes
Due to COVID-19 restrictions, registration is now online.

ESL & ABE Virtual Summer Sessions
July 15-Sept. 15

ESL- Daytime | ABE- Evening | Office Hours- Fridays



OPEN YOUR PHONE'S CAMERA APP AND HOLD IT ABOVE THE CIRCLE TO SIGN UP!

Worcester County Public Schools
Adult Education Program
410-632-5071
adulthoodeducation@worcesterk12.org

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



WOR-WIC
COMMUNITY COLLEGE
ESL Classes

ONLINE
and
IN-PERSON
Options!

Intake and Class Placement Testing



TUESDAY, JUNE 22, 2021

Classes begin in September!

We will email details in early June, including the location and times of the registration session. There will be additional registration opportunities throughout the summer.

Students must be 18 years or older and a resident of Wicomico County to complete intake.

Students are placed in classes on a first-come-first- served basis.

There are no fees for intake, testing, or classes and documentation is not required.

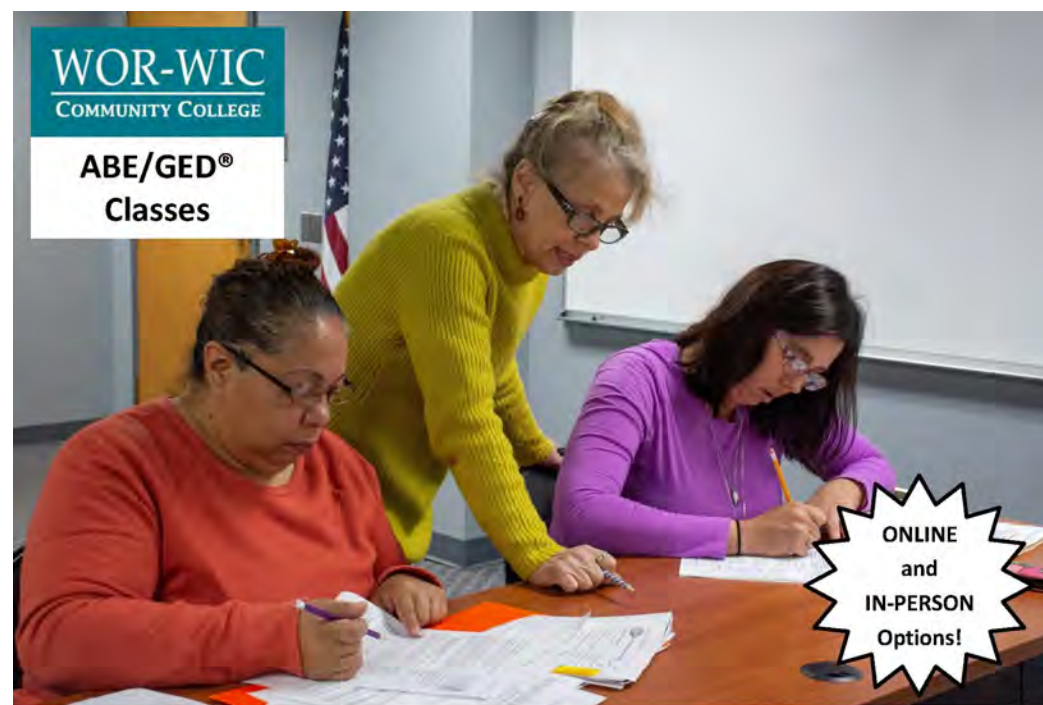
Children under 18 are not permitted during testing.

Contact us today to reserve your spot!

Call/Text: (443) 669-6373

OR Email:

adulthoodeducation@worwic.edu



WOR-WIC
COMMUNITY COLLEGE
**ABE/GED®
Classes**

ONLINE
and
IN-PERSON
Options!

Intake and Class Placement Testing



TUESDAY, JUNE 22, 2021

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Contact us today to reserve your spot!

Call/Text: (443) 669-6373

OR Email:

adulthoodeducation@worwic.edu



**Adult Education Program
Information Sessions**
will be held at **Wor-Wic
Community College** in the
HAZEL CENTER CAFÉ!

TIMES:

10:00am or 6:00pm

DATES:

Tuesday, JUNE 22, 2021

Tuesday, JULY 13, 2021

Wednesday, JULY 28, 2021

Tuesday, AUGUST 10, 2021

Wednesday, AUGUST 25, 2021

For more information,
Call/Text: (443) 669-6373

Email: adulthoodeducation@worwic.edu

WOR-WIC
COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

**There are TWO ways to earn a
Maryland High School Diploma:**

**Completing the National
External Diploma Program® or
Passing the Official GED® Test!**

Students must be 18 years or older to
complete intake and testing. There are no
fees for intake or placement testing.

Testing appointments must be scheduled in
advance and will be held at Wor-Wic
Community College or the Downtown
Library in Salisbury.

Children under 18 are not permitted during
testing.



The NEDP® can enroll clients
residing in Wicomico,
Somerset, and Worcester
Counties. The NEDP® is a
computer-based portfolio,
which is accessed online. There
is a \$150 fee to enroll into the
program, which is paid when
the client qualifies on Reading
and Math skills tests. Clients
earn a diploma after all eight
competency areas are 100%
demonstrated.



There is a \$45 fee for the complete Official GED® Test for 1st time test takers
who reside in Maryland. There is a \$30 fee for each GED® Test Subject for
re-takes. There are 4 subjects in the complete test. Students schedule for
the Official GED® Test at www.ged.com. The Adult Education program
provides testing and classes to help students prepare for the official test.



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.

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
mdlab.org

Maryland Volunteer Lawyers Service, Inc.

800.510.0050
mvslaw.org

Pro Bono Resource Center of Maryland, Inc.

800.396.1274
probonomd.org

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