

the Job Journal

**TIP
OF THE
WEEK**

Resume Summary Statement Writing Tips

What's a summary statement, and when should you include one on your resume? Also known as a summary of qualifications or a resume profile, a summary statement gives the hiring manager, at a glance, a synopsis of your professional qualifications.

When writing a resume summary statement, be sure to include concrete information on how you have added value to companies and helped to transform departments or organizations. This will show the hiring manager that you would be an asset to the company. Here's advice on how to write a resume summary statement, what to include, and examples to review.

What is a Resume Summary Statement?

A resume summary statement is a brief list or a few sentences at the top of your resume (after your contact information) that highlights your qualifications for a job. It showcases your most important credentials, and is listed above your employment history. The person reviewing your resume will be able to view your most important attributes at a glance.

What is an Executive Resume Summary?

A resume summary is sometimes referred to as an executive summary, especially for upper-level positions. An executive summary highlights your most relevant skills, qualifications, and achievements. An executive resume summary statement is even more critical for advanced positions since prospective employers will be primarily focusing on and comparing the track record of success that candidates have developed in similar roles.

Resume Summary Statement vs. Resume Objective

A resume summary statement is not the same as a resume objective. Both are a few sentences long, and are located at the top of one's resume. However, a resume objective statement tends to focus more on your own interests as a job seeker—it emphasizes what you are looking for in a job or company.

A resume summary statement, on the other hand, communicates what you can bring to the table in the targeted role. It is a way to "sell

yourself" to the employer.

Benefits of a Resume Summary Statement

There are a number of benefits to including a summary statement in your resume. The main benefit is that it helps your resume stand out. When hiring managers are reading through dozens, even hundreds, of resumes, they often skim through each and miss information. By beginning with a statement that concisely describes why you are qualified, you are more likely to get a closer look. However, just writing a resume summary statement does not guarantee that employers will be interested in your resume. You need to make sure your resume summary statement concisely demonstrates why you are an ideal candidate for the specific job and company.

How Long Should a Resume Summary Statement Be?

The summary statement should be approximately two to four lines and speak to your professional background only. Do not address any outstanding circumstances (employment gaps, change of career, personal experiences, etc.). A cover letter is an expanded version of the statement that will allow your personality to shine through.

What to Include in a Resume Summary Statement

Your summary statement is often the first item read on a resume, so you want to get to the point: why should a company hire you? In about one to four sentences, highlight your most relevant strengths, skillset, and core competencies that are unique to you as a candidate. In particular, demonstrate how you would add value to the company. Have you saved money for a company in the past? Did you streamline an administrative process? Include skills and experiences that will impress the employer, using specific percentages, numbers, or dollar amounts to quantify your achievements.

Be sure to tailor your resume summary to the specific job listing. Look at the listing, and try to incorporate keywords from the listing in your resume summary. This will help the employer see how you are a good fit for the job.

In a resume summary statement, avoid skills that are commonplace (for example, avoid mentioning Microsoft Office), or overused words (such as "multitasker" or "team player"). Try to use action words to demonstrate your achievements.

To recap, you want to include the following elements in your statement:

- Core strengths and skill sets most relevant to the role
- Past relevant experience with key functions
- Notable accomplishments that you intend to repeat in the next role

How to Make Your Summary Statement Stand Out

SHOWCASE YOUR STRENGTHS: Use your resume summary statement to highlight the strengths that set you apart from your competition, demonstrating how you would bring value to an employer's organization by listing specific contributions.

PROVIDE QUANTIFIABLE ACHIEVEMENTS: Increase the persuasive force of your resume summary statement by using percentages, impressive sales figures, or numbers to quantify specific professional achievements.

USE A RESUME SUMMARY STATEMENT INSTEAD OF AN OBJECTIVE: Resume summary statements are more effective than objective statements because they focus on an employer's needs rather than on what you, as a job candidate, want for yourself.

Doyle, Alison. "Resume Summary Statement Examples and Writing Tips." *The Balance Careers*, Dotdash, 18 May 2022, <https://www.thebalancecareers.com/how-to-write-a-resume-summary-statement-2061034>.

Tri-County Workforce Development Initiative
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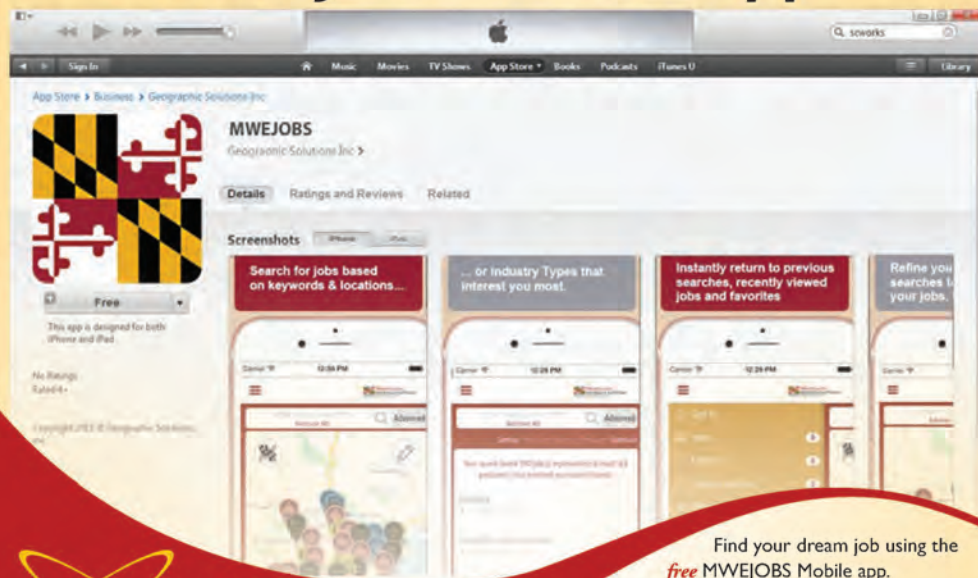
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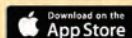


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- Step 2**
Create a résumé in the system.
- Step 3**
Schedule your one-on-one appointment (see below for contact information).
- Step 4**
Bring copies of your résumé, cover letter or other job search materials to your appointment.

Contact Us

410-341-8533 Ext 0

Job & Career Specialists

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Bill Draucker
Jorge DeJesus Jr.
Andrea Kenney
Killian Walker
Twanda Stanley

Veterans Representative

J. Zack Walker
Cherice Johnson
Christina Williams

Reentry Navigator

Open Position

Email:

dlwdalsalsbury-LABOR@maryland.gov

31901 Tri-County Way
Salisbury, MD 21804



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.

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme	<i>Ongoing recruitment</i> Store Associate Meat Cutter In-Store Shopper Night Crew Pharmacy Clerk Cake Decorator Pharmacy Technician	Apply online at https://www.acmemarkets.com/
Advance Auto Parts	Store Hourly Store Driver Salesperson	Apply on line at https://www.advanceautoparts.jobs/
Anchorage Healthcare Center	Personal Care Attendant (CNA) GNA Certified Medication Aide Receptionist	Apply online at https://jobs.applai.com/profile/communicarefamily
Applebee's	Bartender Server Carside To-Go Specialist Host	Apply online at https://www.applebees.com/en/restaurant-jobs
Atlantic General Hospital	AGHS Rad Tech/Medical Office Assistant Anesthesia Tech/Transporter CNA Certified Coding Specialist Certified Pharmacy Tech Collections Specialist Diet Aide Housekeeping Aide Housekeeping Supervisor Insurance Verifier MRI Technologist Maintenance Specialist (HVACR) Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Peer Recovery Specialist Public Safety Officer Registration Specialist Scheduler Secretary/Nurse Technician Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Accounts Payable Specialist (Salisbury) Turf Equipment Salesperson (Salisbury) Service Writer Diesel Technician Ready to Mow Technician (Pocomoke) Lawn & Garden Salesperson (Pocomoke)	Apply online at https://www.atlantictractor.net/employment

BesTemps - Various locations	Accounting Associate Administrative Assistant Assembler Banquet Server Carpenter Dishwasher Filter Technician General Laborer Grain Operator Hospitality Worker Housekeeper/Houseman Industrial Maintenance Mechanic Landscaping Assistant Line Cook Machine Operator Maintenance Technician Material Handler Packaging Operator Part Time Administrative Support Specialist Pest Control Technician Production Associate Production Operator Sales Associate Shipping and Receiving Supervisor Sign Installer Warehouse Associate	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	Apply online at https://careers.biglots.com/
Blind Industries	Cutting Operations Associate	Apply online at https://www.bism.org/career
Blue Water	<i>Berlin</i> Maintenance Technician Pool Attendant Snack Bar Attendant Retail Clerk Camp Host Cook Lifeguard Housekeeper <hr/> <i>Ocean City</i> Front Desk Manager Maintenance Technician Front Desk Agent Housekeeper Operations Manager Night Auditor Reservations Specialist Pool Attendant Beach Stand Attendant Manager on Duty Snack Bar Supervisor	Apply online at https://bwdc.com/

Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor General Manager Grill Cook Back of House Dishwasher	Apply online at http://careers.bobevans.com/
Boscov's	Sales Associate Retail Cosmetics Sales Consultant Retail Loss Prevention Detective Department Manager	Apply online at https://www.boscovs.com/
Burlington	Shortage Control Associate Lead Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor Retail Store Closing Lead	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	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> Pipe Fitter/Plumber Fabricator/Ship Fitter Carpenter Electrician Welder Painter	Apply online at https://www.chesapeakeSHIPBUILDING.com/careers
Chili's	Line Cook To Go Prep Cook	Apply online at chilisjobs.com
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at https://jobs.chipotle.com/
City of Pocomoke	Water/Wastewater Lead Operator Public Works General Laborer Police Communications Operator Entry Level/Lateral Police Officer	Apply online at https://www.cityofpocomoke.com/info/jobs

City of Salisbury	Administrative Assistant I/II Electrician/Signal & Lighting Tech Field Ops Tech Wastewater Treatment Plant Operator Water Plant Maintenance Operator Water Works Plant Operator I/II Water Works Plant Mechanic Bus Operator Community Programs Specialist Field Operations Tech Guest Services Associate Zoo Educator	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	Access Coordinator Homemaker, Dietary Aide/Housekeeper Payroll and Accounts Payable Coordinator Certified Nursing Assistant	Apply online at https://coastalhospice.org/careers/
Cobb - Pocomoke.	Brood Feed Conv House Worker Poultry Farm Worker	Apply online at https://www.cobb-vantress.com/en_US/careers/
Coca-Cola Consolidated	Trainee Route Sales Warehouse Manager CDL A Delivery Driver Warehouse Material Handler Merchandiser	Apply online at https://cokeconsolidated.jobs.net/
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs
Compass Group	Cook Cook, Helper Supervisor, Cook Cashier Housekeeper Patient Transporter	Apply online at https://careers.compassgroupcareers.com/
CVS	Shift Supervisor Management Trainee Pharmacy Technician Retail Store Manager Retail Store Associate	Apply online at https://www.cvs.com/
Delaware Elevator	Apprentice Elevator Mechanic/Technician Drilling Helper AutoCAD 2D Draftsman AutoCAD Drafter General Laborer Warehouse Driver Welder Service Parts Coordinator Service Representative	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods	Retail Sales Associate	Apply online at https://www.dicksportinggoods.jobs/
Dove Pointe	Direct Support Professional Mentor Instructor Aide Childrens Program Mentor	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	Floor Technician Rehab Nursing Tech I Environmental Services Aide	Apply online at https://encompasshealth.com/careers
Exelon Corporation	Journeyman Lineman SCD NERC Supervisor Substations Internal Designer Customer Care Representative	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Service Advisor File Clerk General Labor Shipping Clerk Warehouse/Load Crew Member Claims Coordinator Grain Operator Cleaner	Apply online at https://www.expresspros.com/
Five Guys - Salisbury, Ocean City	<i>Ongoing recruitment</i> Crew Member Shift Manager Assistant Manager General Manager	Apply online at https://www.joinfiveguys.com/
Food Lion	<i>Salisbury</i> Deli Bakery Sales Associate Produce Sales Associate Cake Decorator To Go Associate Quality Assurance Associate Perishable Associate Center Store Associate Pricing Coordinator Customer Lead Frozen food Dairy Associate Sales Associate Cashier	Apply online at https://foodlion.careerswithus.com/
	<i>Fruitland</i> Specialty Merchandise Associate Pricing Coordinator Frozen Food Dairy Associate Produce Sales Associate Perishable Associate Sales Associate (Cashier) Deli Bakery Sales Associate	

	<i>Berlin</i> Quality Assurance Associate Center Store Associate Seasonal Associate Assistant Deli Bakery Manager To Go Lead Customer Service Leader Deli Bakery Sales Associate Customer Lead Sales Associate-Cashier To Go Associate	
	<i>Crisfield</i> Center Store Associate Deli Bakery Sales Associate Quality Assurance Associate Customer Lead To Go Associate Customer Service Leader Sales Associate (Cashier)	
	<i>Ocean City</i> Perishable Associate Cake Decorator Sales Associate Cashier Produce Sales Associate Customer Service Leader To Go Associate Seasonal Associate Center Store Associate Seasonal Resort Floater Quality Assurance Associate Specialty Merchandise Associate Deli Bakery Sales Associate Center Store Manager	
	<i>Princess Anne</i> Deli Bakery Sales Associate Sales Associate (Cashier)	
Genesis Health Care	Cook Paid Nurse Aide Training Driver Geriatric Nursing Assistant (GNA) Dietary Aide Certified Medicine Aide (CMA)	Apply online at https://www.genescareers.jobs
The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at https://thegreenturtle.com
Harbor Freight & Tools - Salisbury, Pocomoke, Berlin	Retail Sales Associate (Salisbury, Pocomoke) Retail Stocking Associate (Salisbury, Pocomoke) Store Manager (Salisbury, Berlin) Retail Sales Supervisor (Salisbury) Senior Retail Sales Associate (Salisbury)	Apply online at https://harborfreightjobs.com/

Harrison Senior Living	Maintenance Tech Geriatric Nursing Assistant Activities Aide Dietary Aide Cook	Apply online at https://harrisonseniorliving.com/
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Designer-Kitchen/Bath Merchandising Freight/Receiving Store Support Department Supervisor Customer Service/Sales Lot Associate	Apply online at https://careers.homedepot.com/
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> Merchandising Merchandising Service Manager <i>Pocomoke:</i> Merchandising Service Associate Warehouse Retail Sales	Apply online at https://jobs.lowes.com/
Lower Shore Clinic	Residential Peer Specialist Home Health Aide CNA/GNA Residential Community Health Worker Personal Care Aide	Apply online at https://www.lowershoreclinic.org/careers
Marshall's - Salisbury, Ocean City	Retail Cleaning Associate (Salisbury) Retail Associate Customer Experience Supervisor (Ocean City) Retail Merchandise Associate (Ocean City)	Apply online at https://jobs.tjx.com/
Ocean Pines Association	Swim Instructor Aquatics Front Desk Facility Coordinator Dispatch/Communications Officer Golf Maintenance Laborer Prep & Line Cook Server Bartender General Laborer 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 Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs

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	<i>Ongoing recruitment</i> Manager Night Baker Associate	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	<i>Ongoing recruitment</i> Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Pep Boys	Automotive Mechanic Assistant Service Manager General Service Technician Technician B Customer Service Advisor	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Shop Support Beverage Equipment Trainee Warehouse Associate Beverage Equipment Service Tech Fleet Technician B Offsite Equipment Repair Tech Delivery Driver Pepsi (Trainee DOT) Bulk CR Merchandiser	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Customer Service Coordinator	Apply online at https://www.perducareers.com/
	Edible Oil Refinery Supervisor	
	End User Computing Technician	
	Feed Mill Pickup Driver	
	First Processing Mentor	
	Fleet Tech	
	Food Grade Oil Technician	
	Freight Payable Clerk 5	
	Garage Supervisor	
	Grain Crew Leader	
	Grain Operations Clerk	
	Grain Operator	
	H/R Interviewer	
	Indirect Purchasing Clerk	
	Maintenance Mechanic	
	Maintenance Support Coordinator	
	Maintenance Tech I	
	Micro Health Services Tech 4	
	Panel Operator	
	Process Technician	

	Production Associate Production Associate Line Lead Regional Driver Regional Payroll Specialist Safety Verifier Sensory Technician Shipping Clerk Soybean Crush Operator SPC Checker Split Breast Machine Operator Training and Orientation Supervisor Transportation Coordinator Waste Water Technician	
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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.peplematter.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

Salisbury University	Administrative Assistant II Housekeeper Housekeeper Lead Maintenance Mechanic Sr. Manager, Commons Dining Food Service Specialist-Concessions Administrative Assistant I Cook Food Service Assistant Cashier Catering Assistant Housekeeper Assistant	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 Tire & Battery Technician-Automotive Merchandising and Stocking Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Prepared Meals and Rotisserie Chicken Associate Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper	Apply online at https://careers.walmart.com/
Sherwin Williams - Crisfield	Extrusion Operator Production Supervisor Operating Technician Packaging	Apply online at https://www.sherwin-williams.com/
Shore Up - Wicomico, Worcester, Somerset	Home Energy Data Entry Clerk Scanner/Intake Worker Substitute Driver Weatherization Auditor Health Services Assistant Receptionist/Intake Worker Certified Nursing Assistant Substitute Teacher Nutrition Aide Bus Aide Bus Driver Custodian Child Development Associate Trainee Teacher I Teacher II Teacher's Aide	Download application at https://shoreup.org/employment/join-our-team/ and email to humanresources@shoreup.org
Somerset County	Correctional Officer Emergency Communications Specialist Groundskeeper Program Assistant I Grasscutter I Scale House Attendant	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	School Administrative Associate I	Apply online at https://www.somerset.k12.md.us/

SP Industries - Pocomoke	Machine Operator I Picker/Packer Maintenance Mechanic CNC Machinist Assembler I Machine Processor I Shipping & Receiving Clerk Packaging Machine Operator Mold Press Operator Plastic Fabricator Moldtech A	Apply online at https://www.themuse.com/profiles/spindustries
Staples	<i>Ongoing recruitment</i> Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Sales Technology Associate Retail Sales Associate Retail Operations Supervisor Retail Sales Print Supervisor	Apply online at https://retailcareers.staples.com/
State Of Maryland	Agricultural Inspector II (Wicomico, Worcester, Somerset) Maintenance Mechanic Senior (Wicomico) Nutrient Management Specialist II (Wicomico, Worcester, Somerset) Beauty Operator (Wicomico) Field Aide (Wicomico, Worcester, Somerset) Mosquito Control Field Technician/Field Supervisor/Field Aide (Wicomico, Worcester, Somerset) Agricultural Inspector II (Wicomico, Worcester, Somerset) Correctional Dietary Officer Trainee (Somerset) Correctional Maintenance Officer I (Somerset) Volunteer Activities Coordinator Supervisor (Somerset)	Apply online at https://jobapscloud.com/MD/
Sun Communities - Berlin	Concessions Attendant Guest Services Coordinator Hospitality Host Resort Groundskeeper Resort Housekeeper Resort Maintenance Technician Shuttle Operator Store Clerk	Apply online at https://careers.suncommunities.com/viewalljobs/
Sysco - Pocomoke	CDL B Special Local Delivery Truck Driver Maintenance Utility Worker Technician CDL A Local Delivery Truck Driver Warehouse Order Selector	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) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage) Seasonal General Merchandise, Inbound	Apply online at https://jobs.target.com/
Taylor Bank - Ocean City/Berlin	Customer Service Associate	Apply online at https://www.taylorbank.com/careers

Texas Roadhouse - Fruitland	Server Line Cook Server Assistant-Busser Line Cook-Broil/Grill Baker Dishwasher Host To Go	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Administrative Assistant	Apply online at https://www.tidalhealthcareers.org/
	Certified Tumor Registrar	
	Client Support Technician	
	Community Health Worker	
	Console Operator	
	Coordinator-Referral	
	Coordinator-Activities	
	Courier	
	ENDO Procedural Tech	
	GNA	
	Imaging Tech Aide	
	Laboratory Information Coordinator	
	Manager-Investigational Drug Services	
	Manager-Support Services	
	Medical Assistant	
	Monitor Technician	
	Nursing Assistant	
	Nursing Office Coordinator	
	Parking Attendant	
	Patient Care Tech II	
	Patient Care Technician I	
	Patient Service Representative	
	Phlebotomy Technician	
	Pulmonary Technician	
	Radiologic Technologist	
	Referrals/Authorization Coordinator	
	Registrar	
	Representative-Patient Account	
	Scanner	
	Scribe	
	Security Guard	
	Security Receptionist	
	Service Desk Technician I	
	Supervisor-Outreach Lab	
	Supply Chain Tech	
	Surgical Scheduler/Medical Assistant	
	Surgical Technologist	
	Technician-Certified Central Processing	
	Technician-Pharmacy Certified	
	Unit Secretary	

TJ Maxx - Ocean City	Merchandise Associate Customer Experience Coordinator Key Carrier	Apply online at https://jobs.tjx.com/
Town of Berlin	Police Communications Officer Public Works Grounds Maintenance Worker	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Parks Worker	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Plant Operator I	
	Heavy Equipment Operator	
	Wastewater Process Equipment Mechanic	
	Maintenance Worker I	
	Police Records Technician	
	Firefighter/EMT IV Paramedic	
	Vehicle Equipment Technician II	
	Camp Horizon Day Camp Counselor	
	Casual Labor	
	Building Maintenance Worker	
	Skate Park Worker	
	Temporary Parks Worker	
	Police Data Clerk	
	Surf Rescue Tech/Lifeguard	
	Boardwalk Comfort Station Attendant	
	Maintenance Worker	
	Dispatcher	
	Tennis Attendant	
	Concessions Worker	
	Bus Driver	
	Solid Waste Worker I & II	
	Bus Maintenance Tech I	
	Tram Driver	
	Tram Conductor	
Tri-County Council for the Lower Eastern Shore of Maryland	Certified Child Care Worker Public Transit Driver Youth Engagement Specialist	Apply online at https://tcclesmd.org/human-resources/
Ulta Beauty - Salisbury, Ocean City	Beauty Advisor Assistant Stylist (Salisbury) Prestige Beauty Advisor Hair Stylist Retail Sales Manager (Ocean City) Brow Waxing Expert (Ocean City)	Apply online at https://careers.ulta.com/
Vacasa - Ocean City	Property Caretaker Owner Relations Manager Front Desk Specialist Housekeeper Housekeeping Coordinator Maintenance Coordinator Maintenance Technician	Apply online at https://www.vacasa.com/careers/positions
Verizon	Spanish Bilingual Retail Sales Representative	Apply online at https://www.verizon.com/about/work/

Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Service Shop Technician III Service Shop Entry Technician Service Shop Preventative Maintenance Technician Service Shop Repair Technician Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cashier & Front End Services Auto Care Center Store Lead	Apply online at https://careers.walmart.com/
WBOC	Show Producer Accountant Promotions/Event Assistant Traffic Coordinator Radio Account Executive Media Specialist	Apply online at https://www.drapermediajobs.com/jobs/
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at http://www.lifeatwestmarine.com/
Wicomico County	Administrative Office Associate I Administrative Office Supervisor Audiovisual Technician Chef/Kitchen Manager Corrections Maintenance Technician Events & Services Coordinator Ferry Operator Mechanic-Airport Mechanic I Motor Equipment Operator II Project Coordinator II Purchasing Specialist Roads System Coordinator Solid Waste Superintendent Athletic Complex Seasonal Worker Concessions Manager Concessions Staff Convenience Center Attendant Cook Court Security-Civilian Crossing Guard Emergency Management Technician Encore Chef Encore Concessions Encore Server Kids Klub After School Staff Kids Klub Summer Camp Staff	Apply online at http://www.wicomicocounty.org/jobs.aspx

	Mosquito Control Technician Mower Operator Park Ranger Pemberton Nature Camp Counselor Pemberton Nature Camp Director Program Coordinator-Youth Sports & Special Events Rig Crew Member Seasonal Worker-Parks Stagehand Weed (Lead) Control Coordinator	
Wicomico County Public Schools	Accounting Associate II Office Associate III School Clerical Administrative Office Associate One on One CNA/Instructional Assistant Contractual Transportation Positions Maintenance Foreman-HVAC Contractual Food Service Worker Site and Grounds Worker I Sign Language Interpreter Maintenance Technician III-HVAC	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Reader Van Coordinator Mobile Services Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Technical Director Studio Technician Commercial Producer/Editor	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Emergency Communications Specialist I Emergency Communications Specialist Trainee Correctional Officer Trainee Office Assistant V Landfill Operator Crew Leader Building Maintenance Mechanic I Roads Worker V Temp Roads Worker Roads Worker IV General Laborer/Maintenance Worker I Plant Operator Swim Instructor Concession Monitor Legal Assistant	Apply online at https://worcesterrhr.co.worcester.md.us/
Worcester County Developmental Center (WCDC)	Residential Coordinator Personal Care Assistant and Transporter Personal Supports Facilitator Weekend Residential Counselor Awake Over Night Residential Counselor	Apply online at https://wcdcservices.org/

Worcester County Public Schools	Systems Technician Secretary WOW School Year Program Coordinator WOW Summer Program Coordinator Custodian II Contractual Food Service Worker Educational Assistant Bus or Van Driver	Apply online at https://worcestermtd.tedk12.com/hire/index.aspx
Worcester County Recreation and Parks	Swim Lesson Instructor Referee Recreation Superintendent Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Administrative Associate I Administrative Associate III GED/TABE Testing & Support-Correctional Education	Apply online at https://www.schooljobs.com/careers/worwic?
YesCare Health (formerly Corizon Health) - Westover	Medical Records Clerk Certified Nursing Assistant Administrative Assistant	Apply online at https://careers.yescarecorp.com/
YMCA - Salisbury, Pocomoke	<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	Apply online at http://www.ymcachesapeake.org/employment
	<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	

Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR June 27, 2022 - July 01, 2022

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Job Order Number	Company	Position	Positions open
1604539	Maryland Department of Public Safety and Correctional Services	Volunteer Activities Coordinator Supervisor	1
1605288	Pepsi Bottling Ventures	Delivery Driver Pepsi (Trainee DOT)	3
1606644	Quality Staffing Services, Inc.	Purchasing Agent	1
1602762	Sysco Eastern Maryland	HR Generalist (Human Resources Generalist)	1
1602590	Orkin, LLC	Customer Relations Specialist	1
1603625	Airgas, Inc.	Delivery Driver (CDL B)	1
1605333	Chesapeake Utilities Corporation	Customer Billing Rep I	1
1605381	Goodwill Industries of The Chesapeake Inc	Production Sorter - Salisbury	1
1606011	City of Salisbury	Critical Time Intervention Case Coordinator	1
1605725	TCC (The Cellular Connection)	Sales Associate	1
1606307	Bel-Art Products	Maintenance Mechanic	1
1605558	Sherwin-Williams Company	Production Supervisor	1
1605500	HEI Hotels & Resorts	Conference Services Manager	1
1603786	Tecta America East LLC	Roofing Estimator	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."



Attention Job Seekers -
Looking for something new? Work in Maryland's Coast!

COASTAL *Careers* Job Board

WORCESTER COUNTY, MD

Connecting the community with local jobs and careers
Find your new seasonal, part-time or full-time career on the Job Board

www.workmarylandscoast.org



No account is needed to view available jobs!

MARYLAND'S
Coast
WORCESTER COUNTY

For more information contact:
Workforce Development Specialist
Nancy Schwendeman, 410-632-3112 x2120
nschwendeman@marylandscoast.org



EXPLORE *a new career*

CAREER & TRAINING SERVICES

The Lower Shore Workforce Alliance (LSWA) receives funding to provide Workforce Innovation and Opportunity Act (WIOA) Title I training services. LSWA provides funding for a variety of training and supportive services and strives to meet each individual's specific needs. Such services include skills and career assessments, occupational skills training, career counseling and referral services, which allow participants to become economically self-sufficient.



HOW DO I APPLY

Training Courses

To search for eligible trainings, please visit the Maryland Eligible Training Provider List
<http://www.dllr.state.md.us/employment/train/>.

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.

✓ Register in MWE

Register in the Maryland Workforce Exchange,
<https://mwejobs.maryland.gov>
 and create a resume

✓ Speak with an Intake Coordinator

To see if you are eligible and to complete an application.



CONTACT US

Lower Shore Workforce Alliance
 Located at the American Job Center
 31901 Tri-County Way
 Salisbury, MD 21804

410-341-6010
www.lswa.org

WIOA Title I is an equal opportunity program. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay

Service 7-1-1

American Job Center *Lower Shore*
 SkillUp® Lower Shore
 Register for Free Introductory Courses

Serving Somerset, Worcester and Worcester Counties

BUILD YOUR SKILLS

Get free training to build your skills and prepare for your next job through the SkillUp® Lower Shore program supported by Metrix Learning. Start with FREE work readiness courses!

Course Topics Include:

- Digital Literacy
- Internet Skills
- Communication
- Emotional Intelligence
- Business Etiquette
- Critical Thinking
- Effective Email
- Word/Excel
- ...and more!

SIGN UP TODAY!

- 1.) Go to: <http://lowershoreajc.skillupamerica.org/>
- 2.) Click "JOBSEEKERS" → "REGISTER FOR FREE"
- 3.) Fill out your information for instant access
- 4.) Take as many courses as you want for 180 days (6 months)

WHY E-LEARNING?

- Convenient - Accessible 24/7 from any location with high speed internet access
- Flexible - Matches your skill level and learning pace
- No cost - No tuition or travel costs
- Customers completing assigned work readiness training will be granted access to 5000+ additional courses.

For access to additional training and career services, please contact Lower Shore Workforce Alliance:

Phone - (410) 341-6515

Email - Training@LSWA.org

<https://lswa.org>
<http://www.metrixlearning.com>



LOWER SHORE WORKFORCE ALLIANCE

LOWER SHORE

4+E

PARTNERSHIP

ENGAGE

- Online Learning Platform
- Virtual Job Fair Events
- Survey Employers to Address Specific Needs
- Online Application for Participation

EMPLOY

- Re-Employment Incentives:
We pay 50% of wages for four weeks.
- Job Fairs/Recruitment Events
- Job Readiness Training
- Career Counseling



EDUCATE

- Online Training Incentives:
We pay tuition and cash incentives for completing.
- Educational Coaching
- Online Courses and Certifications

EQUIP

- Transportation Assistance: We provide bus passes and other commuting options.
- Referral Network to Support Employees with Services
- Connect Businesses to Services and other Benefits

For More Information:

David Noonan, Grant Manager
31901 Tri-County Way, Suite 113
Salisbury, MD 21804
Phone: (410) 341-3835, ext. 1103
Email: dnoonan@lswa.org
Website: www.lswa.org

This program is funded by a grant provided by the Maryland RELIEF Act of 2021. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay Service 7-1-1



An Exelon Company

Prepare for a Career in the Utility Industry!

Are you interested in a career in the utility industry? Wor-Wic Community College in partnership with Delmarva Power will hold **FREE** Information Sessions to discuss the career pathway. Registration is accepted on a first-come, first-served basis.

Next steps after the Information Sessions:

- 1) Pass the reading and math assessments to determine your eligibility.
- 2) Take the "Get Into Energy" Math and Test Preparation course at Wor-Wic. Topics covered to prepare you to take the Delmarva Power pre-employment examination are reading comprehension, basic math, job readiness and mechanical concepts. **Tuition for the course is \$25.**
- 3) After you complete the course, you will take the Delmarva Power pre-employment examination to determine your next steps in the process.



Reserve your seat today! Call us at 410-334-2815 or email djones-ward@worwic.edu.

Virtual sessions will be held on June 28 at 10am and 6pm and July 21 at 6pm!

In-person sessions will be on July 12 at 10am and 6pm at Wor-Wic!

Wor-Wic Community College

Free Metal Fabrication Training: M-F 5:30-9pm- July-Oct. 2022 + Nov. 2022-March 2023



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 metal fabrication career-changing training, contact Quality Staffing Services at (410) 742-2600.

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 measure, layout, form, cut and assemble metal pieces, then learn how to weld pieces together. Students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes.

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 Dates: May-Sept. 2022 + Oct. 2022-March 2023

Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon, Quality Staffing Services, Crystal Steel 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.

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 twelve 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.



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



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

CVSHealth



Goodwill
Industries of the Chesapeake, Inc.



FOODWORKS
MARYLAND FOOD BANK

CULINARY JOB TRAINING PROGRAM



Food Works – Wicomico County is an opportunity to receive 12 weeks of intense culinary training! SERVSafe & assistance in job placement!

“My time at FoodWorks was life-changing, I always felt support in class and am now on my way to realizing my culinary dreams.”

“I was really honored to go through the program. It made me want to get up and go every day.”

Contact:

mdfoodbank.org/apply-foodworks
Kerry Cleaver • kcleaver@mdfoodbank.org • 443.253.8605 • 410.334.2815
Monday – Friday 9:30am-6pm • Must be 18+

WOR-WIC
COMMUNITY COLLEGE

32000 Campus Dr, Salisbury, MD 21804



YOUR INSTITUTION, OUR MISSION



Telamon Corporation

Young Adult Career & Education Program



Sheronda Brown
sbrown@telamon.org
410-713-5822
www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.


Do you know an 18-24 year old who is not returning to college this fall, or struggling to enroll, due to multiple barriers?

Telamon's young adult program could help them navigate their barriers and help them return to college, more prepared and with an additional advocate.


Our Workforce and Career Training Division team members work with eligible participants to create a personalized education and/or workforce plan.

This FREE program complements your career counseling and educational services by providing job readiness, referrals, emergency assistance, supportive services, and tuition assistance.

Let us **HELP** you increase your completion rates and/or increase enrollment into your training programs!

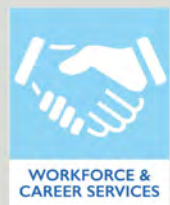


YOUR VISION, OUR MISSION



Telamon Corporation

Young Adult Career & Workforce Program



LyVea Oliver
loliver@telamon.org
410-202-6489
www.telamon.org

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.

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

**ONLINE
AND
IN-PERSON CLASS
OPTIONS!**

English for Speakers of Other Languages/ ESL Classes

Steps to Enroll into Classes:

1. Watch the Orientation Video
<https://youtu.be/ItEFyzV3q0s>



2. Complete the Application
<https://forms.office.com/r/gc5wgX4Wjn>

3. Email adulteducation@worwic.edu to schedule an appointment and Complete Testing

The program serves adults who are at least 18 yearsold and residents of Wicomico Co., Maryland. (Some exceptions apply.)

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

Intake, testing, and classes are free, and documentation is not required.

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

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

**OPCIONES DE
CLASES
VIRTUALES Y
PRESENCIALES**

Clases de Inglés / ESL Classes

Pasos para Inscribirse en Clases:

1. Escuchar el Video de Orientación en Español:
https://youtu.be/lRr_haUT5e0
2. Completar la Solicitud
<https://forms.office.com/r/gc5wgX4Wjn>
3. Envíe un correo electrónico a adulteducation@worwic.edu para programar una cita y completar las pruebas



El programa atiende a adultos que tienen al menos 18 años de edad y residentes de Wicomico Co., Maryland. (Se aplican algunas excepciones).

Los estudiantes son colocados en clases, después de completar las pruebas de ubicación de clases, por orden de llegada.

La admisión, las pruebas y las clases son gratuitas y no se requiere documentación.

Para obtener más información: llame /mensaje de texto, (443) 669-6373

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

**OPSYON
VITYÈL AK
NAN KLAS
MOUN**

Klas Angle / ESL Classes

Etap pou Enskri nan Klas yo:

1. Tande videyo oryantasyon an Kreyòl:
https://youtu.be/8wh90vC_y4
2. Ranpli Aplikasyon an
<https://forms.office.com/r/gc5wgX4Wjn>
3. Imèl adulteducation@worwic.edu pou pran yon randevou ak ranpli tès plasman klas la



- Pwogram nan sèvi granmoun ki gen omwen 18 an ak rezidan nan distrik de Wicomico, Maryland. (Gen kèk eksepsyon ki aplike.)

Yo mete elèv yo nan klas yo, apre yo fin fè tès plasman klas yo, sou baz premye vini, premye sèvi.

Konsomasyon, tès, ak klas yo gratis epi dokiman pa obligatwa.

Pou plis enfòmasyon: Rele / Tèks, (443) 669-6373



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!

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can enroll clients from Worcester and Somerset Co.



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, but us not authorized to schedule, reschedule, or administer the Official GED® Test.

Steps to Enroll:

1. Watch the Orientation Video
<https://youtu.be/JtEFyzV3q0s>



2. Complete the Application
<https://forms.office.com/r/gc5wgX4Wjn>
3. Email adulteducation@worwic.edu to schedule an appointment and Complete Testing.

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

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

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



Steps to Enroll into Classes:

1. Watch the Orientation Video
<https://youtu.be/JtEFyzV3q0s>



2. Complete the Application
<https://forms.office.com/r/gc5wgX4Wjn>
3. Email adulteducation@worwic.edu to schedule an appointment and complete class placement testing

Intake, testing, and classes are free, and no documentation is required.

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can also enroll clients from Worcester and Somerset Counties.

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



INTERESTED IN ADULT EDUCATION CLASSES?

*We offer Adult Basic Education (ABE)
and English as a Second Language (ESL) classes.*

Registration is now online!

*Use the QR code to sign up or call/email us using the information
below.*

ABE & ESL Classes

In-person intake and pre-testing is required
prior to joining a class.

**We are currently accepting
registrations for summer and fall
sessions!**

We offer day and evening classes with in-person and online options.



**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
adulteducation@worcesterk12.org**

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



INTERESADO EN CLASES PARA ADULTOS?

*Tenemos clases de educación
básica para adultos (ABE) y clases de inglés (ESL).
El registro está en línea.*

Clases de ESL & ABE

Se requiere admisión y pruebas previas en persona
antes de unirse a una clase.

**¡Actualmente estamos aceptando
inscripciones para las sesiones de
verano y otoño!**

*Ofrecemos clases diurnas y nocturnas con opciones
presenciales y en línea.*



**¡ABRE LA APLICACIÓN DE LA
CÁMARA DE TU TELÉFONO Y
MANTÉNLA SOBRE EL CÍRCULO
PARA REGISTRARTE!**

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

La financiación del programa de educación de adultos es
proporcionada por el Departamento de Trabajo de Maryland



ENTERESE NAN KLAS EDIKASYON POU GRANMOUN?

*Nou ofri Edikasyon Debaz pou granmoun (ABE) ak klas
angle tankou yon dezyèm lang (ESL)
Enskripsyon an kounye a sou entènèt.*

ESL & ABE klas yo

**Kounye a nou aksepte
enskrripsyon pou sesyon ete ak
otòn!**

*Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou
entènèt.*



**LOUVRI APP KAMERA TELEFON
OU AN EPI KENBE LI ANWO SÈK
LA POU ENSKRI!**

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

Finansman pou pwogram Edikasyon pou granmoun se
bay nan Depatman Travay MD

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>



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.

DO YOU NEED YOUR DRIVER'S LICENSE? WE CAN HELP!

Is transportation a barrier to:

A new job?

Taking classes?

Helping your family?



Don't have a computer to go online?

**Wor-Wic
Community
College Offers:**

Can't get to the facility to complete
the driving portion?

**Scholarships to reduce
the cost to as little as \$50!!!**

**Laptops to borrow to complete
the online classroom at home!**

**A ride to and from your Behind-the-Wheel
drives!**

**Don't let these barriers keep you from the freedoms of
having your driver's license!**

Register at :

**[https://www.worwic.edu/
DriverEducation](https://www.worwic.edu/DriverEducation)**

YOU CAN GET YOUR LICENSE!

**For more information, contact:
Kelly Carey, 410-334-6729, kcarey@worwic.edu**

**WOR-WIC
COMMUNITY COLLEGE**



**MARYLAND
LEGAL AID**

*Advancing
Human Rights and
Justice for All*

AmericanJobCenter
Serving Somerset, Worcester and Worcester Counties

Free Workforce Legal Services

- ◆ Do you need help expunging your criminal record?
- ◆ Are you being sued or harassed by bill collectors?
- ◆ Do you need help navigating family law matters?
- ◆ Are you facing eviction or foreclosure?
- ◆ Do you have a landlord-tenant issue?



Maryland Legal Aid may be able to help.

Meet one-on-one with a Maryland Legal Aid attorney to discuss your civil legal issues and get help expunging your criminal record.

Location:

Lower Shore American Job Center
31901 Tri-County Way
Salisbury, MD 21804

Time:

9:00 a.m. to 4:00 p.m.

Dates:

1st and 3rd Thursday of every month
beginning in May

Registration is not required. Attendees are assisted on a first-come, first-served basis.
For more information contact Maryland Legal Aid's Lower Eastern Shore office at 410-546-5511.

Worcester County Circuit Court

Family Law Legal Clinic For Self-Represented Litigants



**Family Services Division
Court House, Room 101
One West Market Street
Snow Hill, Maryland 21863**

Website:

To access Family Law
Forms online go to:
www.mdcourts.gov
Click on:
"Court Forms"

Statewide Legal Help Phone Line:

410-260-1392

HOURS OF OPERATION

TUESDAYS
9:30 - 2:30

Sign Up Begins at 8:30 a.m.

In Family Services, Room 101

Free Consultation and Assistance with
Family Law Matters Only
Divorce, Custody, Visitation,
Name Change & Modifications to existing Orders

An attorney is available to answer legal questions and
assist with the completion of court forms for
persons who are unrepresented.

***You MUST wear a MASK to be seen in person**

For further information you may call the
Family Services Division @
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

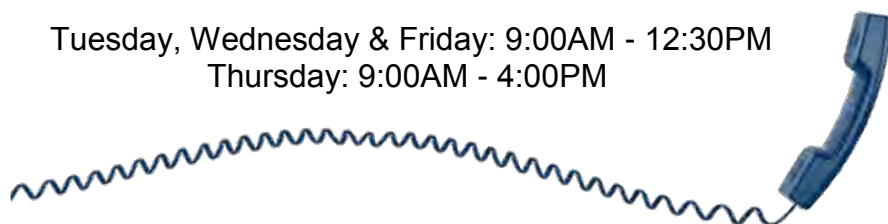
Legal Forms Hotline

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

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