

the Job Journal

**TIP
OF THE
WEEK**

Resume Writing Tips For 2022 (Trends, Format and Advice)

Professional Resume Writing Tips For 2022 (Resume Format)

Step 1: Use The Correct Resume Format

Keep your resume format simple and easy to read. Don't assume that one format fits all so make a choice that best fits your work history.

What is the best resume format to use in 2022?

Reverse Chronological order seems to work best for people of all levels. Your most recent experience is at the top and the oldest is at the bottom.

Reverse Chronological Example:

- Contact Information
- Resume Summary
- Skills Section
- Professional Title and Work Experience
- Education
- Achievements

Step 2: Contact Information

Make sure to use a professional-looking gmail, outlook, or personal domain email address. Skaterpunk73@hotmail.com won't cut it anymore!

A professional looking email address format looks something like this: **firstname.lastname@gmail.com**

There's no need to give your full address on the resume if you don't feel the need. "City, State" is enough information for the employer if you wanted to leave out street details.

Your contact information should be visible and added to the top of your resume. Be sure to use a clean-looking font. Nothing fancy or too small to read.

Contact Information:

- Name (larger font)
- Mailing Address
- Phone Number
- Email Address

Step 3: Resume Summary

Is An Objective Needed On A Resume?

The short answer is NO, an objective is not needed on a resume.

You should not include a desired position or an objective on your job resume because most managers know you're searching for a job. It's unnecessary to waste valuable resume space reiterating that.

Instead, replace the "Objective" section with a two to four sentence "Summary" of past accomplishments related to the role you're applying for.

At times, recruiters will skip this section all together so adding something simple like skills and accomplishments relevant to the job is also a viable option.

Step 4: Resume Skills And Tools Section

Make sure to do your research around the job you are applying for.

What skills do candidates need to possess? What tools/programs should they be proficient in?

Be sure to include these in the "skills and tools" section of your resume. This is not the time to be humble! Play up your knowledge and skills to impress the reader.

Remember, hiring managers want to hire the best, so show them that you are the best!

Note: Locate and mimic the skills/tools under the "Must Have" or "Required" sections of an ideal job posting (use LinkedIn or Indeed).

Step 5: Relevant Work Experience

The keyword here is "relevant." If you are applying for a financial position, be sure to include any work experience you have done that falls into that category. Likewise, choose to leave out any inconsequential positions you have held.

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Be creative here; choose your wording carefully to properly tie in your work experience to the job you are applying for.

Formatting tips to remember:

- Add plenty of keywords to your resume relating to the targeted role!
- Use past-tense words for every role besides your current one on your resume. It's a minor change and often goes unnoticed, but hiring managers and recruiters who look at countless resumes daily will notice.
- Utilize bullets throughout your resume. The page looks cleaner and breaks the reading up, making it easier for others to read.

Step 6: Education

Put your educational background at the bottom unless you are a recent grad, which should then be put at the top. While there is no specific rule about whether to keep or remove your GPA from your resume, we suggest you don't add it unless it's fairly high (about a 3.5 or above).

Step 7: Awards And Certifications

Make sure to include any and all accomplishments. This helps you stand out from other applicants, so be sure to talk yourself up in this section.

This could be anything from an academic award you received in college to a developer certification earned online.

Step 8: Review Your Resume

Look over your resume and ask yourself the following questions:

- Is it clean? Does it look attractive/professional? (Check font, spacing, etc.)
- Is it easy to read? Does it flow nicely?
- Is there any inconsequential information that you can remove?
- Are keywords included?
- Is it relevant to the job you are applying for?
- If you were the hiring manager, would you find your resume interesting, or would you throw it in the junk pile?
- Is it direct and to the point?
- Don't forget to proofread for errors – Any misspelled words or incorrect punctuation to be found by the hiring manager will be a definite ding!

Additional Resume Writing Tips

- **Include Results:**
 - Some of the most beneficial bits of information to put on a resume include the following: key statistics, facts, and the results obtained through past roles. Anyone can say they're a "hard worker" or "reliable," but actual results from past roles can prove it.
 - Hiring managers and recruiters love numbers, so give them what they want! For example, give them facts with numbers and details. Did you manage a team of 10

employees? Include that information: Managed team of 10; grew revenue from \$1K to \$5K; closed 25 deals; etc.

- **Fonts:** The best font for a resume is a clean one. You don't want any frilly, fancy, difficult-to-read fonts. Make sure your resume looks clean, attractive and professional.
- **Keep it short:** Unless you have 10+ years' experience or many contract roles to effectively fill up your resume, keep it around 1-3 pages, max.
- **Properly name your resume file:** Name your resume "FirstName-LastName-Resume" – that's it.
 - Never submit it with an unprofessional or cumbersome file name such as "hopingtolandajob_version73." This won't make you look professional, and it will be a definite ding on your application.
 - You also don't want to name it something too generic, like "resume," because then it could potentially be lost in the shuffle. Stick with something like "Jane_Doe_resume."
- **Submit your resume as a PDF:** When emailing your resume, always submit it as a PDF, never as a Word doc. Word docs can lose their formatting in the transfer, but PDFs typically keep their original format. This will ensure that the employer sees your resume in the way you intend, not with jumbled, unattractive formatting.
- **Review, Review, Review:** Review it a final time before hitting "send." The initial resume review from a recruiter generally ranges from 6-10 seconds. Give your resume a short look prior to submitting it and ask yourself if it will stick out to the employer. Make any last-minute changes necessary.

Wrapping Up | Resume Writing Tips 2022

Phew! That was a lot – so let's give it a quick recap.

1. Use a Reverse Chronological Format
2. Add Basic Contact Information
3. Skip The "Objective" Section Add a "Summary" Instead
4. Beef It Up With Skills And Tools
5. Add Relevant Work Experience
6. Don't Forget Your Education
7. Add Any Awards Or Certifications That Are Relevant
8. Review, Review, Then Review Again

Writing your resume and following the steps above could mean the difference between an interview and having your resume tossed in the junk pile.

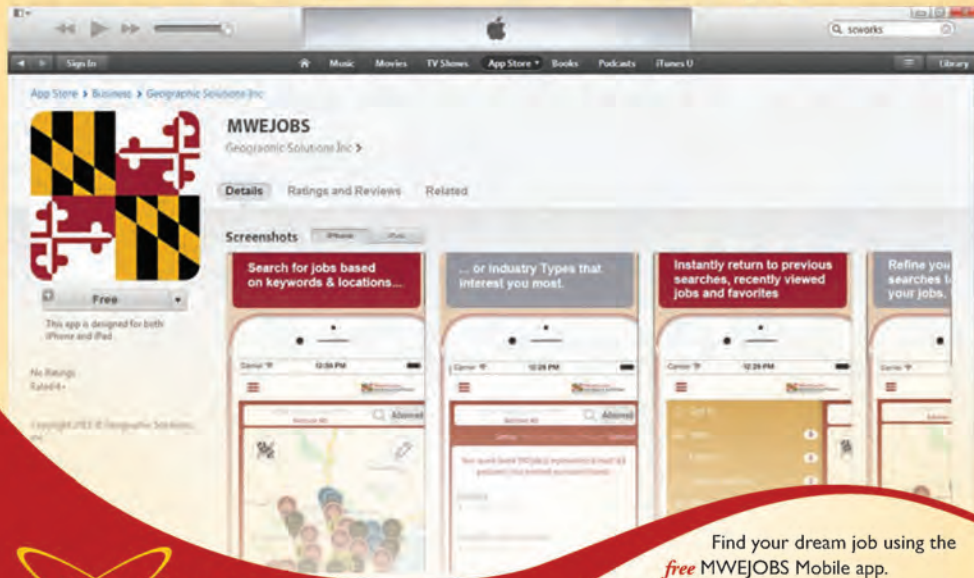
Utilize some of the tips and tactics along with your own techniques to win over that next job opportunity.

Remember, the goal of the resume is to get an interview, so be sure to talk yourself up and include information that helps you **STAND OUT** from the rest.

There is a lot of competition out there, so keep revising your resume until you're noticed. Good luck!

Alexander, Reid. "Resume Writing Tips For 2022 (Trends, Format And Advice)." *the Jub*, the Jub Career & Job Search Resources LLC, <https://www.thejob.com/millennial-career-resources/quick-resume-writing-wins>.

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 & Career Specialists

YoVanda Brown
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



www.labor.maryland.gov



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.



Open Interviews!

Boscov's is a chain of full service department stores serving the total family needs of our customers. For over 100 years, Boscov's has been known for its great values and famous brands, and for offering a broad selection of quality merchandise in its stores and online. We are looking for Full-Time and Part-Time Seasonal Sales & Stock Associates to join our team at our **The Centre at Salisbury Location!**

OPEN INTERVIEWS!

Tuesday, September 20th, 2022

3:00 PM to 7:00 PM

LOCATION:

Boscov's- The Centre at Salisbury

2310 N Salisbury Blvd

Salisbury, MD 21801

APPLY IN PERSON:

Interviewers will be available to discuss positions and work schedules.

Benefits

At Boscov's, we value our employees, and that's why we provide a competitive compensation and benefits package. As a member of our team you will be eligible to receive:

- Competitive starting rate
- Weekly Pay
- Liberal Employee Discounts
- And More!

Work where people love to shop!

Equal Opportunity Employer

#INDMAIN



HEALTH CARE VIRTUAL JOB FAIR

Job Seekers, are you looking to get hired for a career in the Health Care Industry?

Do you want to advance your career? Perhaps relocate to the beach?

JOIN US ONLINE TO MEET EMPLOYERS!

SEPTEMBER 21, 2022 / 10 AM - 2 PM

Positions needing filled include the following:

- Ambulance Trainer
- Activities Coordinator
- Administrative Assistant
- Behavioral Health Aide
- Bookkeeper
- Certified Coding Specialist
- Certified Nursing Assistant
- Cook
- Dietary Aide
- Driver
- Emergency Medical Tech
- Geriatric Nursing Assistant
- Home Health Aide
- Housekeeping Aide
- Nurse, RNs and LPNs
- Nutrition Services Aide
- Occupational Therapy Asst.
- Optician
- Pharmacy Technician
- Public Safety Officer
- Rad Tech
- Scheduler
- Various Healthcare Technicians

And Much More!

To Participate

Follow the link below or scan the QR Code to the right.

<https://pvapi.premiervirtual.com/s/dq6aJx>



**LOWER SHORE
WORKFORCE ALLIANCE**



Job Fair

WE HAVE CAREER JOBS

SEPTEMBER 29th FROM 9 AM – 3 PM

ALL 3 LOCATIONS:

200 MARYLAND AVENUE CAMBRIDGE, MD

308 CIVIC AVENUE SALISBURY, MD

321 E. STEIN HIGHWAY SEAFORD, DE

.....
COMPLETE YOUR APPLICATION AND HAVE SAME DAY INTERVIEW WITH OUR STAFFERS

****GIFT CARD DRAWING AND OTHER GIVEAWAYS****

****REFRESHMENTS FOR ALL APPLICANTS****

CALL FOR MORE INFORMATION

SALISBURY – 410-546-0250 CAMBRIDGE – 410-221-9675 SEAFORD – 302-629-4357



SCAN TO APPLY

Lower Shore

End of Summer Job & Resource Fair



Looking for a new career? Or Resource help? Join us!!!

American Job Center
Mobile Unit



Many family
resources/programs

Free Resume
Consultation
Onsite

Free professional
headshot photos

Free Food &
Free Ice Cream
for registered
Veterans



VEHICLES FOR
change



Tidal Health
Wellness Van
for wellness
screening

Pre-register below to
be eligible for
giveaways!!

+More!

[Register Here!](#)

Contact Chris Williams for more information:

christinas.williams@maryland.gov

443-955-9147

OUR SPONSORS:



Friday, September 30th

3pm - 6pm

(Veteran Priority 3pm - 4pm)

Newton Community Center
306 Newton Street
Salisbury, MD 21801

**Participating
Employers:**



And more...



[f/MarylandLabor](#)

[@MD_Labor](#)



Quality Staffing Services

JOB AND CAREER FAIR

Hosted by the Salisbury Area Chamber of Commerce & Lower Shore American Job Center

JOB SEEKERS

Hundreds of job openings in a wide range of industries!

The Job & Career Fair is FREE for attendees & open to the community

Resume assistance is available at event

Bring multiple copies of your resume & don't forget to dress for success!

Visit www.salisburyarea.com for more information.

Thursday October 6, 2022

3:00 - 6:00 PM

The Centre at Salisbury

2300 N. Salisbury Blvd., Salisbury, MD 21801

SPONSORSHIPS AVAILABLE!

Receive the highest level of exposure to all attending vendors and attendees with a **PREMIUM BOOTH LOCATION**, your company logo on signage, print materials, social media posts, press releases, SBYBiz and Chamber websites. See registration form for details!

BUSINESSES

Open to any business seeking employees in the Lower Shore Area

To reserve a space, contact Cindy Morgan Chambers at amorgan@salisburyarea.com or call 410-749-0144 x 102.

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Advance Auto Parts	Store Hourly Store Driver Salesperson	Apply on line at https://www.advanceautoparts.jobs/
Anchorage Healthcare Center	Transportation Aide/Central Supply Coordinator Nurse Aide in Training GNA Certified Medication Aide	Apply online at https://jobs.applai.com/profile/communicarefamily
Applebee's	Bartender Server Carside To-Go Specialist Host Line Cook	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 Emergency Department Tech (CNA) Housekeeping Aide Laboratory Support Tech (Phlebotomist) Medical Office Assistant Medical Receptionist Scheduler Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Service Writer (Salisbury) Lawn & Garden Mechanic Agriculture Equipment Mechanic Diesel Technician Turf Technician (Pocomoke)	Apply online at https://www.atlantictractor.net/employment
Barnes & Noble	Barista Bookseller	Apply online at https://careers.barnesandnoble.com/retail-jobs
BesTemps - Various locations	Administrative Assistant Banquet Server Filter Technician Maintenance Technician Production Associate Production Operator	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 <i>Ocean City</i> Licensing Coordinator Night Auditor Houseman Beach Stand Attendant Front Desk Agent Houseman Housekeeper Property Accounts Payable Specialist	Apply online at https://bwdc.com/

	<p><i>Whaleyville</i> Maintenance Technician Activities Supervisor Camp Ranger Housekeeper Camp Host Camp Store Associate Snack Bar Attendant</p>	
Bob Evans Restaurant	Kitchen Prep Host/Cashier Back of House Assistant Manager Carryout Server Key Supervisor General Manager Grill Cook Front of House Dishwasher	Apply online at http://careers.bobevans.com/
Boscov's	Sales Associate Department Manager Receiving Associate	Apply online at https://www.boscovs.com/
Burlington	Shortage Control 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 Line Cook Host	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
Chesapeake Utilities	CGS Apprentice/Rail Car Class A Hazmat Propane Delivery Driver Customer Service Representative Field Coordinator I Operations Assistant I Distributions Systems Technician I Propane Delivery Driver Service Technician I Back Office Analyst I	Apply online at https://chpk.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 Fruitland	Certified Building Inspector Waste Water Treatment Plant Superintendent	Apply online at https://www.cityoffruitland.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	Parks Manager Field Ops Tech Crew Leader Field Ops Tech Electrician/Signal & Lighting Tech Utility Tech I Wastewater Plant Mechanic Wastewater Plant Operator I Water Plant Maintenance Operator Water Plant Operator I/II Zookeeper I Zookeeper II Police Communications Officer Quartermaster Records Management Technician Victim/Witness Coordinator Bus Operator Field Operations Tech Maintenance 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	Office Coordinator/Executive Assistant Certified Nursing Assistant Certified Medication Technician	Apply online at https://coastalhospice.org/careers/
Coca-Cola Consolidated	Local Class A Driver Trainee Route Sales 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	Housekeeper Patient Transporter	Apply online at https://careers.compassgroupcareers.com/
CVS	Shift Supervisor Management Trainee Trainee Pharmacy Technician Delivery Driver RX Tech Front End RX Tech Backend Purchaser Retail Store Associate Pharmacy Technician	Apply online at https://www.cvs.com/
Delaware Elevator	Accounts Payable Elevator Mechanic/Technician Drilling Helper Welder	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods	Retail Sales Associate	Apply online at https://www.dickssportinggoods.jobs/

Dove Pointe	Day Program Director Instructor Direct Support Professional Job Developer Mentor Aide Childrens Program Mentor Maintenance Tech	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	Nutrition Services Aide Environmental Services Aide Floor Technician Rehab Nursing Tech I	Apply online at https://encompasshealth.com/careers
Exelon Corporation	Journeyman Lineman SCD NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
Express Employment Professionals	Warehouse Associate Driver Accounts Receivable/Payables Processor General Labor Logistics Team Manager Logistic Coordinator	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 To Go Associate Sales Associate Cashier Quality Assurance Associate Center Store Associate Perishable Associate Cake Decorator Customer Lead <i>Fruitland</i> Assistant Manager Customer Service Specialty Merchandise Associate Pricing Coordinator Produce Sales Associate Frozen Food Dairy Associate Center Store Associate Perishable Associate Sales Associate (Cashier) Deli Bakery Sales Associate	Apply online at https://foodlion.careerswithus.com/

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

Harrison Senior Living	Geriatric Nursing Assistant CMT Activities Aide Dietary Aide Cook	Apply online at https://harrisonseniorliving.com/
HEI Hotels - Fontainebleau Resort Ocean City	Dishwasher Cook I Food & Beverage Manager Food & Beverage Assistant Manager Conference Services Manager	Apply online at https://www.heihotels.com/
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Asset Protection Specialist Designer-Kitchen/Bath Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate	Apply online at https://careers.homedepot.com/
HomeGoods - Ocean City	Cashier and Sales Floor Associate	Apply online at https://jobs.tjx.com/
Hudson Behavioral Health	Housekeeping Aide Peer Recovery Specialist Behavioral Health Aide Maintenance	Apply online at https://hudsonhealth.org/careers/
K&L Microwave	Electronic Technician Electronic Assembler Machine Shop Scheduler CNC Machine Operator	Apply online at https://www.klmicrowave.com/employment.php
Longhorn Steakhouse	Dishwasher To Go Specialist Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations/locations
Lowe's	<i>Salisbury</i> Merchandising Service Manager Delivery Coordinator Warehouse Cashier <i>Pocomoke</i> Retail Sales	Apply online at https://jobs.lowes.com/
Lower Shore Clinic	Residential Peer Specialist Home Health Aide Residential Community Health Worker Personal Care Aide	Apply online at https://www.lowershoreclinic.org/careers
Marshall's	Retail Associate (Salisbury) Retail Customer Experience Supervisor (Salisbury, Ocean City) Retail Merchandise Associate (Ocean City) Retail Merchandise Supervisor(Ocean City) Retail Store Cleaning Associate (Ocean City)	Apply online at https://jobs.tjx.com/

Maryland Department of Transportation	Driver Skills Test Examiner (Wicomico)	Apply online at https://www.governmentjobs.com/careers/mdotmd
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
Ollie's	Seasonal Sales Associate	Apply online at https://www.ollies.us/careers/
Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> 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 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	General Service Technician Assistant Service Manager Technician B Customer Service Advisor	Apply online at https://careers.pepboys.com/
Pepsi	Beverage Equipment Trainee Beverage Equipment Service Tech A Swing Merchandiser Fleet Tech B	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	Claims Coordinator	Apply online at https://www.perduecareers.com/
	Diesel Fleet Technician	
	Edible Oil Refinery Supervisor	
	Embrex Crew Associate	
	Embrex Crew Lead	
	End User Computing Technician	
	Feedmill Supervisor	

	Grain Crew Leader	
	Grain Operator	
	Lead Maintenance Mechanic	
	Maintenance Mechanic	
	Maintenance Support Coordinator	
	Micro Health Services Tech 4	
	Processing Crew Leader	
	Production-Dapec Process Tech	
	Production Associate	
	Production Associate Lead	
	Production Associate Line Lead	
	Regional Driver	
	Regional Payroll Specialist	
	Safety Verifier	
	Settlement Clerk	
	Shared Services-Organic Trading Coordinator	
	Soybean Crush Operator	
	Trade Execution Coordinator	
	Weighing & Grading Operator	
Piedmont Airlines	Airframe and Powerplant Mechanic Crew Scheduler	Apply online at https://piedmont.jobs.net/
Plymouth Tube	Maintenance Technician	Apply online at https://www.plymouth.com/careers/
Quality Staffing	<i>Wicomico</i> Janitorial General Security Systems Technician Alignment Tech Soldering Assembler Electronic Technician Delivery Truck Driver Restaurant Staff Client Service Associate Accounts Receivable <i>Worcester</i> Scale House Attendant <i>Somerset</i> Food Production Worker Plant Worker & Packer RF Assembler Filter Technician Filter Assembler	Apply online at https://easternshorejobs.com/
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://www.redlobster.com/

<p>Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i></p>	<p><i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager</p>	<p>Apply online at https://my.peoplesmatter.com/mja/royalfarms/JobApp/GetBusinessUnits</p>
<p>Ruby Tuesday - Fruitland & Pocomoke</p>	<p><i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Bartender Cook</p>	<p>Apply online at https://www.rubytuesday.com/careers</p>
<p>Salisbury University</p>	<p>Administrative Assistant II Parking Control Aide Postal Services Supervisor I Storekeeper I Banquet Server - As Needed for Events Housekeeper Assistant Cashier Food Service Assistant</p>	<p>Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx</p>
<p>Sam's Club</p>	<p>Maintenance Custodian Associate Member Frontline Cashier Merchandising and Stocking Associate Freezer, Cooler and Deli Stocker Associate Cake Decorator Produce Associate Baker & Packager Associate Prepared Meals and Rotisserie Chicken Associate Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper Tire & Battery Technician</p>	<p>Apply online at https://careers.walmart.com/</p>
<p>Seacrets - Ocean City</p>	<p>Food Runner Expeditor Server Seasonal Receptionist Maintenance-Painter Audio Visual Team Distillery Tour Guide Store Attendant Carpenter</p>	<p>Apply online at https://seacrets.com/employment/</p>
<p>Sherwin Williams - Crisfield</p>	<p>Tipper Operator Whipper Operator</p>	<p>Apply online at https://www.sherwin-williams.com/</p>

Shore Up - Wicomico, Worcester, Somerset	Scanner/Intake Worker Substitute Driver 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	Tax Collections Clerk I Correctional Officer Emergency Communications Specialist Groundskeeper	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
Somerset County Public Schools	Substitute Teacher	Apply online https://www.somerset.k12.md.us/
SP Industries - Pocomoke	Maintenance Mechanic IT Support Specialist Material Technician Assembler I Machine Processor I Picker/Packer Quality Technician Machine Operator I Packaging Machine Operator Mold Press Operator Mold Technician Plastic Fabricator CNC Programmer Machinist I Line Leader	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 Store Manager	Apply online at https://retailcareers.staples.com/
State Of Maryland	Activity Therapy Associate II (Wicomico) Cook II (Wicomico) MSP Emergency Dispatcher Trainee (Wicomico, Somerset) Workforce Development Resource Specialist (Statewide) Field Aide (Wicomico, Worcester, Somerset) Fiscal Accounts Clerk I (Worcester) Administrative Aide (Somerset) Correctional Dietary Officer Trainee (Somerset)	Apply online at https://jobapscloud.com/MD/

Sun Communities - Berlin	Store Clerk	Apply online at https://careers.suncommunities.com/viewalljobs/
Sysco - Pocomoke	Diesel Fleet Mechanic Technician I-Apprentice Outside Sales Representative Culinary Specialist 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)	Apply online at https://jobs.target.com/
Taylor Bank - Berlin	Loan Review Specialist	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/
	Aide-Imaging Tech	
	Assistant-Lifeline Program	
	Audiovisual Technician	
	Child Care Teacher	
	Community Health Worker	
	Console Operator	
	Courier	
	ENDO Procedural Tech	
	Food Service Catering Associate Cook Utility Aide	
	GNA	
	Medical Assistant	
	Nursing Assistant	
	Nursing Office Coordinator	
	Onboarding Coordinator	
	Parking Attendant	
	Patient Account Representative	
	Patient Care Tech II	
	Patient Care Technician I	
	Patient Service Representative	
Phlebotomy Technician		
Pulmonary Technician		
Radiologic Technologist		
Receiving Clerk		

	Receptionist	
	Representative-Billing/Collection	
	Representative-Patient Account	
	Scanner	
	Scribe	
	Security Guard	
	Security Receptionist	
	Supervisor-Outreach Lab	
	Supply Chain Tech	
	Surgical Scheduler/Medical Assistant	
	Technician-Core	
	Technician-Non-Certified Central Processing	
	Technician-Pharmacy Certified	
	Unit Secretary	
TJ Maxx - Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Police Communications Officer Public Works Fall Seasonal Employment	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/
	Maintenance Worker	
	Plant Operator I	
	Heavy Equipment Operator	
	Vehicle Equipment Technician II	
	Firefighter/EMS	
	Youth Sports Official	
	Basketball/Indoor Soccer Scorekeeper/Timer	
	Casual Labor	
	Building Maintenance Worker	
	Temporary Parks Worker	
	Police Data Clerk	
	Surf Rescue Tech/Lifeguard	
	Boardwalk Comfort Station Attendant	
	Seasonal Maintenance Worker	
	Solid Waste Worker I & II	
Tri-County Council for the Lower Eastern Shore of Maryland	Driver-Public Transit Systems Support Associate Work Opportunities Counselor	Apply online at https://tcclesmd.org/
Trimper's Rides - Ocean City	Graphic Designer Social Media and Events Coordinator Office Assistant Head of Housekeeping Housekeeper Carpenter Ride Mechanic	Apply online at https://www.trimperrides.com/about-us/employment/
Ulta Beauty - Salisbury, Ocean City	Assistant Stylist (Salisbury) Beauty Advisor Prestige Beauty Advisor Hair Stylist	Apply online at https://careers.ulta.com/
UMES	Executive Administrative Assistant I Administrative Assistant I	Apply online at https://umes.peopleadmin.com/

Vacasa - Ocean City	Front Desk Specialist Owner Relations Manager Linen Specialist Maintenance Technician	Apply online at https://www.vacasa.com/careers/positions
Verizon	Cable Splicing Technician 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 Overnight Stocking Coach Auto Care Center	Apply online at https://careers.walmart.com/
WBOC	Photographer/Editor Videographer/Editor 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	911 Specialist I	Apply online at
	Associate Equipment Operator	http://www.wicomicocounty.org/jobs.aspx
	Audio/Visual Tech	
	Brush Pile Attendant	
	Correctional Officer I	
	Crew Leader	
	Department Assistant	
	Equipment Operator	
	Facilities Maintenance Technician	
	Facility/Grounds Worker	
	Ferry Operator	
	Human Resources Specialist/Benefits	
	Lead Equipment Operator	
	Maintenance Crew Leader I	
	Maintenance Mechanic	
	Police Communications Specialist I	
	Project Coordinator II	
	Purchasing Specialist	
	Senior Crew Leader	
	Senior Department Assistant	
	Senior Department Coordinator	

	Solid Waste Superintendent	
	Supervisor of Operations	
	Traffic Control Device Specialist	
	Athletic Complex Seasonal Worker	
	Building Security	
	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	
	Mosquito Control Technician	
	Mower Operator	
	Park Ranger	
	Pemberton Nature Camp Counselor	
	Pemberton Nature Camp Director	
	Program Coordinator-Youth Sports & Special Events	
	Rig Crew Member	
	Stagehand	
	Weed (Lead) Control Coordinator	
Wicomico County Public Schools	Certified Occupational Therapy Assistant Accounting Associate IV Home School Liaison Facilitator for Beyond the Ropes Course Contractual Transportation Positions Contractual Custodian Contractual Food Service Worker Assistant Building Service Manager I, II & III Custodian I and II Site and Grounds Worker III Food Service Manager II Maintenance Technician III-HVAC	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Mobile Services Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Master Control Operator	Apply online at https://www.wmdt.com/about-us/job-openings/

Worcester County	Office Assistant IV Emergency Communications Specialist I Emergency Communications Specialist Trainee Correctional Officer Trainee Landfill Operator I-II Transfer Station Attendant Roads Worker V Temp Roads Worker Roads Worker IV General Laborer/Maintenance Worker I Plant Operator Legal Assistant	Apply online at https://worcesterhr.co.worcester.md.us/
Worcester County Developmental Center (WCDC)	1:1 Residential Counselor Residential Coordinator Awake Overnight Residential Counselor Personal Care Assistant Art and Activities Instructor Personal Supports Facilitator Weekend Residential Counselor	Apply online at https://wcdcservices.org/
Worcester County Public Schools	Secretary Before and After Childcare Director Contractual Food Service Worker Educational Assistant Bus or Van Driver	Apply online at https://worcestermd.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	Audio-Visual Support Analyst	Apply online at https://www.schooljobs.com/careers/worwic?
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Assistant Swim Coach 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

Lower Shore Family YMCA - Pocomoke City

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 Workforce Exchange

DEPARTMENT OF LABOR

September 19, 2022 - September 23, 2022

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Job Order Number	Company	Position	Positions open
1669490	Quality Staffing Services, Inc.	Diesel Mechanic	1
1666992	Chesapeake Utilities Corporation	Recruiter	1
1667855	Allan Myers	Paving Equipment Operator	1
1668435	Goodwill Industries of The Chesapeake Inc	Sales Associate	1
1668189	R.E. Michel Company, Inc.	Warehouse/Driver	1
1668326	Mattress Firm	Store Manager	1
1669042	Bel-Art Products	Machine Operator I	1
1668987	Northeast Foods	Loaders General Help	1
1668565	Jubilant Cadista Pharmaceuticals, Inc.	Procurement Specialist / MRO	1
1667186	Pepsi Bottling Ventures	Swing Merchandiser	1
1667332	TCC (The Cellular Connection)	Sales Associate	1
1666819	Orkin, LLC	Home Service Technician (Will Train)	1
1665693	Rite Aid of Maryland, Inc.	Retail Supervisor	1
1666078	Airgas, Inc.	Outside Sales Account Manager	1
1669010	Nutrien Ag Solutions, Inc	CDL Class A Deliver Driver	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.”



Worcester County Government is NOW HIRING

Full Time

Current Positions:

Circuit Court

Civil Assignment Commissioner—\$20.51-\$22.64/hrly

County Administration

Deputy Chief Admin. Officer—Salaried, Based on Experience

Development Review & Permitting

Building Housing & Zoning Inspector —\$22.62-\$24.96/hrly

Emergency Services

Emergency Communications Specialist I—\$18.58/hrly

Emergency Communications Specialist Trainee—\$17.73/hrly

Office Assistant IV—\$16.88-\$18.62/hrly

Environmental Programs

Natural Resources Inspector—\$20.51-\$24.96/hrly

Environmental Internship—\$20.51/hrly

Information Technology

Information Technology Technician Intern—\$16.00/hrly

Information Technology Technician—\$21.53-\$23.76/hrly

Full Benefit Packages for FT Employees - Member of Maryland State Retirement System - EOE/AA

Salary may be higher based on qualifications and experience

Please call Human Resources 410-632-0090 if you have questions

Job Vacancies as of 9/1/2022

Public Works

Building Maintenance Mechanic I—\$18.58-\$20.53/hrly

Landfill Operator I—\$16.48/hrly – without CDL

Landfill Operator II—\$17.32/hrly – with CDL

Transfer Station Attendant—\$16.49/hrly

General Laborer/Maintenance Worker I

\$16.49/hrly (without CDL “B” License)

\$17.32/hrly (with CDL “B” License)

Grounds Worker II—\$15.84/hrly

Plant Operator—\$17.32-\$19.54/hrly

Roads Worker IV—\$16.88-\$18.62/hrly

Roads Worker V—\$17.73-\$19.56/hrly

Jail

Correctional Officer Trainee—\$22.62-\$23.73/hrly

Recreation & Parks

Marketing Monitor—\$16.49/hrly



Apply Online:

worcesterhr.co.worcester.md.us

MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

NOW HIRING CORRECTIONAL DIETARY OFFICER TRAINEES!



**POSITIONS AVAILABLE IN
ALLEGANY, SOMERSET & WASHINGTON COUNTY**

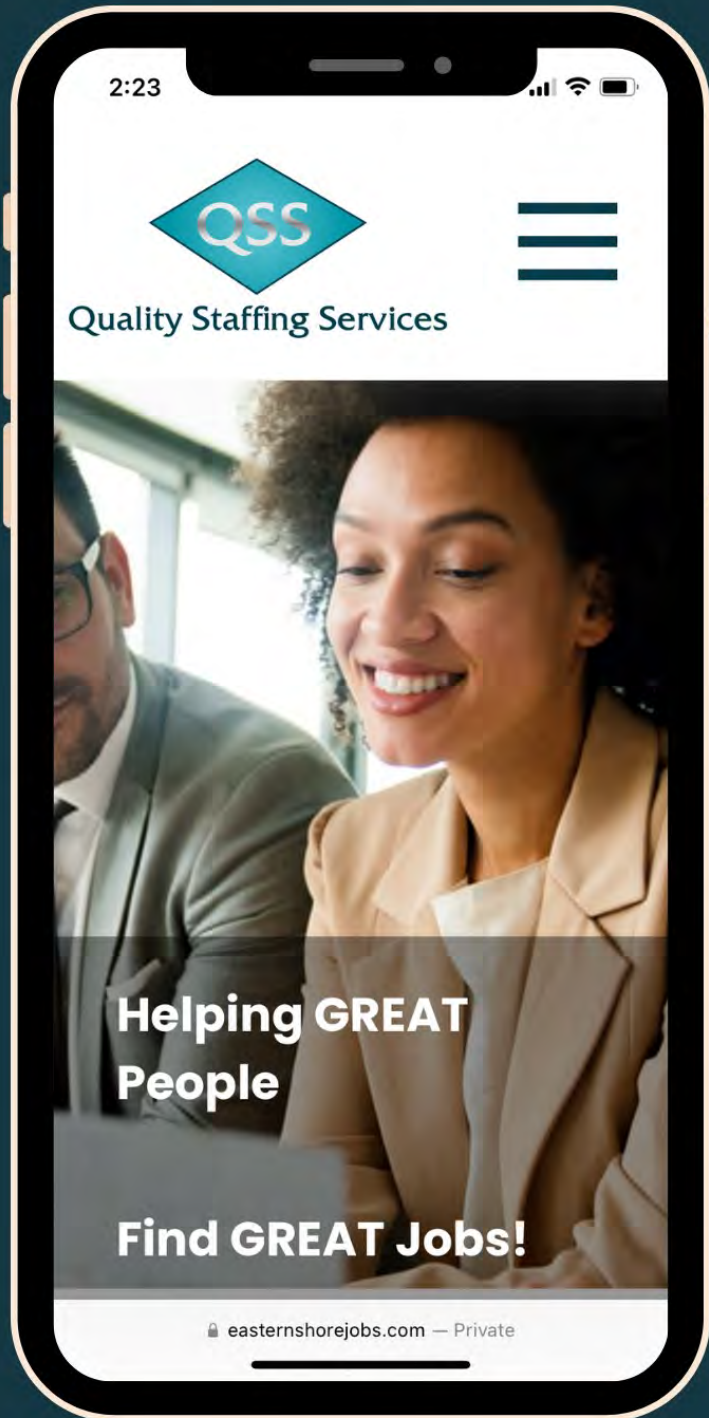
SALARY \$42,185 - \$63,154





Quality Staffing Services

We find jobs.
We find candidates.
We work for you.



Head Start Teacher

Financial Advisor (CFP)

Machine Shop Scheduler

Billing & Inventory Specialist

QA Technician

Material Handler

Customer Service Representative

Logistics Manager

Machine Operator

Shipping & Receiving Operator

Pick Packer / Receiving

Diesel Mechanic

General Laborer

Soldering Training Class #35

easternshorejobs.com

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



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

✓ 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.



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.



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



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>

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



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

Wor-Wic Community College

Free Welding Training for Eligible Candidates

Projected Dates: Nov 2022-March 2023 & May-Sept 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.



Wor-Wic Community College

Free Metal Fabrication Training: M-Th, 5:30-9pm—August-Nov. 2022 + January-May 2023



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 Thursday for 17 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 .

- 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

The new Basic Metal Fabrication course will provide 238 hours of evening instruction and practice over 17 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. Some 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.



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

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

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

Contact:

443-669-5846
digitalskills@goodwillches.org



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

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



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+



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/8wih90VC_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 we are not authorized to schedule, reschedule, or administer the Official GED® Test.

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 adulthoodeducation@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

Steps to Enroll:

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



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>
3. Email adulthoodeducation@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



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 enskripsyon pou sesyon ete ak otòn!

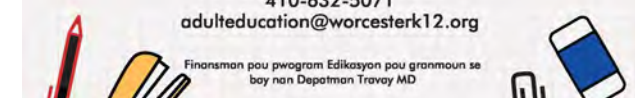
Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



LOUVRI APP KAMERA TELEFÒN 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>



**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.

BASIC WINDOWS

Need to learn how to use Windows 10?
Join us as we learn the basics.
Registration required.

PRINCESS ANNE LIBRARY
Friday, September 9th at 11am

CRISFIELD LIBRARY
Thursday, September 22nd at 11am



BASIC MICROSOFT WORD

Join us to learn the basics of
Microsoft Word. Basic computer
skills and registration required.

PRINCESS ANNE LIBRARY
Friday, September 16th at 11am

CRISFIELD LIBRARY
Thursday, September 29th at 11am



CRISFIELD LIBRARY
Saturdays,
September 10 & 24
from 10am-12pm

PRINCESS ANNE LIBRARY
Wednesdays,
September 14, 21, & 28
from 10am-12pm

Want to learn how to use a computer? Need some
help learning how to navigate Windows 10? Call or
stop by the Crisfield or Princess Anne Library to
register for one-on-one computer help.

COMPUTER HELP



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





Advancing Human Rights and Justice for All



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

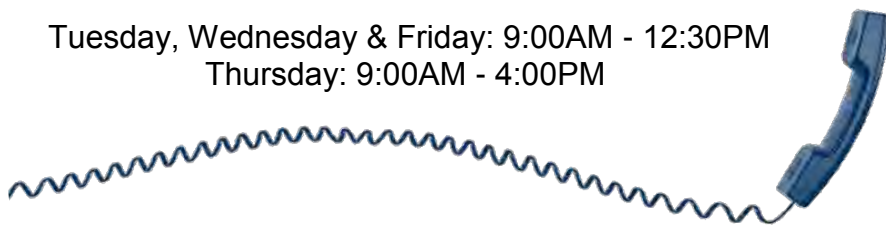
800.845.8550

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
mdlaborg

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