



JOB SEEKERS

Each one of these Missouri Career Center services comes with personalized career assistance from our workforce specialists and career counselors.

Evaluate Your Skills, Knowledge and Abilities

Get a free Initial Assessment that identifies your strengths, abilities and areas for development. Obtain a National Career Readiness Certificate or use career exploration tools to discover occupations you find exciting.

Browse Job Openings

Start your search for quality employment opportunities with MissouriCareerSource.com—the state's top career-matching website—but also explore first-rate government and commercial job-search websites.

Attend On-Site Workshops

Our five primary workshops give you the practical guidance you need to get the career of your dreams. See reverse for details.

Locate Resources for Workers

Access a variety of websites that provide resources and information important to workers.

Unemployment Benefits Information

File for unemployment insurance using one of our phones or computers. Your Career Center is where you will report your job-seeking progress, in person, every 4 weeks.

Tools and Equipment Available to Job Seekers

Access computers, printers, copiers, scanners, fax machines, and phones at no charge to help you search and apply for job openings.

Résumé Writing Assistance

Land the jobs you want with strong, eye-catching resumes and cover letters. Use our software and experienced staff to help make your applications stand out.

Explore Employment, Wage and Job Growth Information

Research the fastest-growing industries and highest-demand occupations with the Career Exploration Tool and other innovative data tools from state and federal economic information agencies.

Financial Resources and Assistance

We help you fund the training that will get you a great career. Apply for Pell Grants and other financial aid for veterans, dislocated workers and others.

Access Training Assistance and Training Provider Information

Information on Missouri educational institutions that offer post-secondary education, classroom training, apprenticeships, on-the-job training and more are at your fingertips with our assistance.

Access Online Training

Increase your reading, writing and computer skills with interactive, multi-media online courses and tutorials. Also prepare for your General Equivalency Diploma (GED).

Services for Youth

Access services to assist youth with career exploration, training and preparation for employment.

Access Resources and Help with Basic Living Needs

We help you find community-based providers of support services and other resources to assist with basic expenses and necessities.

Workshops for Laid-off Workers

Maximize your career exploration strategies with our Career Options workshops, explore starting your own business with the FastTrac™ program and attend workshops to help you manage your family finances while unemployed.

Disability Services and Resources

Access a variety of assistive technology including the UbiDuo™ communication device for deaf/hard of hearing people, screen readers, height-adjustable tables and many other disability resources.

Language Resources

Access information on resources to help you increase your English language proficiency. In addition, our Language Select service is available by telephone to provide interpretation services in over 200 languages.

Information and Resources for Entrepreneurs

Explore resources to assist entrepreneurs with new business development and managing and growing a small business.



MISSOURI
Career Center
MissouriCareerSource.com



WORKSHOPS

Career Exploration

It's all about you! This workshop gives you the tools to assess your knowledge, skills, personal interests and priorities on the journey to finding the job that is best for you (or not a good fit). Identify resources that are available to find a rewarding career.

Career Networking

Everyone recommends it, but not everyone does it well: Learn the benefits of effective and strategic 'networking' and how these interpersonal resources and contacts could lead to a new job. This workshop applies what you learn, so you will develop a plan to present yourself to networking groups, a networking source list and a list of the types of networking groups.

Résumé Preparation

Wonder what employers are looking for when they read a résumé and cover letter? Find out in this workshop! Identify and optimize all the basic components of a résumé (skills and abilities, work history, and education) so that you stand out above the others. Use some of the same strategies in completing excellent online applications.

Interview Process

With this workshop you get practical advice on how to best showcase your skills and experience through research, practice, and preparation. Get helpful tips on how to dress and groom for an interview. Learn the different types of interviews and strategies for each.

Basic Computer Skills

How to use a computer is essential for today's job seeker. Learn the basic computer skills necessary to search and apply for jobs. This workshop includes everything from using the keyboard to accessing the internet to creating and saving files. In addition, learn to use MissouriCareerSource.com to search for your next job.



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Development Information



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Additional information about
career opportunities and
quality applicants at —
missouricareersource.com

and workforce development
information at —
workforce.mo.gov

*Equal opportunity employer/program
Auxiliary aids and services are available
upon request to individuals with disabilities.*

**Missouri TTY User:
1-800-735-2966 or 711
for Relay Missouri**