

## RESOURCE CENTER

The WorkForce Center features a Resource Center that can act as your personal office. You can create your resume and cover letters on a personal computer. Research career information or browse the library of job search publications and directories. Use the Internet to access thousands of job openings nationwide.

**Telephone Center:** An area with telephones available for your job search. Access our list of job hotlines.

**DVDs:** Choose from our selection of job search and career DVDs to view right here.

**Access Technology:** ZoomText Xtra: computer software that enlarges screen text. JAWS: computer software which converts what is on the computer screen to synthesized speech.

Optelec ClearView: a video magnifier that is used to make reading easier by placing documents on the reading table to be magnified on a TV screen.

Narrator: cassette tape player can be used to play audio cassettes.

PocketTalker: a small microphone picks up speech which is amplified and sent to a hearing aid-compatible earphone.

TTY / NexTalk: Text Telephone.

**Copy machine** is available free of charge for job search related items (limit of 10 copies per day).

**Fax machine** is available free of charge to fax your resumes.

## JOB LISTINGS

**MinnesotaWorks.net** advertises job openings and is also an electronic resume database that qualified employers can access through the Internet. They can review your qualifications in relationship to their job openings. If interested, employers will contact you directly. *(Note: Only authorized employers will have access to your personal information, i.e. name, telephone number, etc.)* The Internet also offers a variety of other job search sites.

## CAREER RESEARCH

The computers offer career exploration Internet sites which give information on careers, skills and interests assessments, schooling, and financial aid. Websites include:

- MN Career Information System
- ISEEK.org

Research careers using our extensive career library. For more comprehensive career research and assistance, sign up for our Career Exploration Workshop.

The **Educational Opportunity Center** is onsite for assistance with school and financial aid information. Call 763-783-4893 for an appointment.

## COMPUTERS

**Internet:** Use the Internet to conduct your own job search, look up employer information or get job hunting tips.

**Keyboarding:** Learn the keyboard or increase your typing speed with Mavis Beacon Typing Tutorial.

**Research Businesses:** Research businesses using [www.ISEEK.org](http://www.ISEEK.org) and other valuable websites.

**Resumes and Cover Letters:** Use a personal computer to compose your resume and cover letters using Microsoft Word or Winway Resume software programs. White paper and envelopes are provided in the laserjet printers.

## WORKSHOPS

**Creative Job Search:** Topics cover:

- Reinforcing job search fundamentals
- Applying job search methods
- Resumes and cover letters
- Job applications, follow up and thank you letters
- Networking and job leads
- Telephone communications
- Interviewing and salary negotiations
- Job search resources

Workshops continued:

**Career Exploration:** Provides career testing to learn about your career interests, skills, values, and personal qualities in order to assist you in setting realistic career goals.

**Networking Group:** Share job leads and network with others who are looking for new employment. Stay in-the-know about what is happening in today's workforce.

**Mousing Around for Job Seekers:** Learn how to use the computer's mouse and MS Word basics.

**Using MinnesotaWorks.net:** Learn how to use [www.MinnesotaWorks.net](http://www.MinnesotaWorks.net) effectively.

**Working With Word:** Learn the basics of MS Word, format a resume.

**Emailing Resumes / Electronic Applications:** Set up an email account, email resumes, practice applying for jobs using a sample on-line application.

**And many more!**



## EMPLOYERS ONSITE

Meet employers face to face and discover their employment opportunities. Job Fairs and Business of the Day events are a great way to meet and apply with various employers.

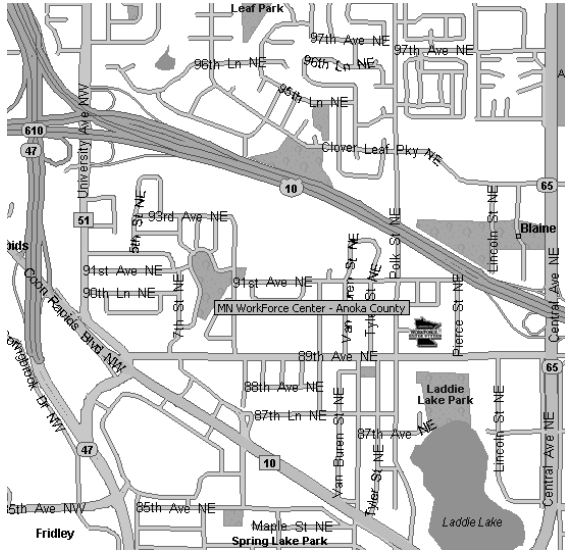
## Minnesota WorkForce Center- Anoka County

1201 89<sup>th</sup> Avenue NE, Suite 235  
Blaine, MN 55434

**763-783-4800**

TTY: 763-785-5987

[www.positivelyminnesota.com](http://www.positivelyminnesota.com)



### HOURS:

Monday through Thursday  
7:30 a.m. until 6:30 p.m.

Friday 7:30 a.m. until 4:30 p.m.

To find other Minnesota WorkForce  
Centers, call 1-888-GET JOBS

TTY: 1-800-657-3973 or

visit our web site at

[www.positivelyminnesota.com/anoka](http://www.positivelyminnesota.com/anoka)

For persons with disabilities, upon request, the information  
in this flyer is available in alternative formats such as  
Braille, large print, audio tape, and computer disk.

An equal opportunity employer and service provider.

## SPECIALIZED SERVICES

**Dislocated Worker Services** - Training and job seeker assistance may be available to individuals who are laid off from their jobs due to a plant closing or downsizing. Update the skills you now have or receive training for a different profession.

**Employment & Training** - Individualized employment training and support services are available to qualified persons who are experiencing economic hardship. Call 763-783-4800 for an eligibility technician.

**Income Maintenance** - Anoka County Income Maintenance is located on the fourth floor. Services available include family public assistance programs and child care assistance.

**Older Workers** - Anoka County residents, age 55 and older, may be eligible for benefits through the Senior Community Service Employment Program

**Orientation/Employment Services** - A system designed to identify, select, and refer Unemployment Insurance claimants who are unlikely to return to their previous employment. The purpose is to provide unemployment services to assist people in returning to work as soon as possible.

**Rehabilitation Services** - Services may be available if you have a disability that makes it difficult for you to become job ready, find a job or keep a job.

**State Services For The Blind** - Services that help blind and visually impaired people achieve employment as well as independence goals. Call 651-642-0500.

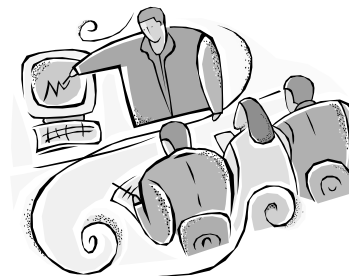
**Unemployment Insurance** - Benefits are paid to individuals, who qualify, while out of work and seeking employment. In the Twin Cities metro area, you can request benefits, reopen your account, and more at [www.uimn.org](http://www.uimn.org) or by telephone using *TeleClaim* at 651-296-3644.

**Veterans Services** - Minnesota's Veterans Employment Services provides personalized employment assistance to Military Veterans. These services include resume preparation, job seeking skills, referral to jobs and assistance with apprenticeship opportunities and licensure and certification challenges. Information for the self-employed veteran/service member is also available.

**Work Opportunity Tax Credit (WOTC)** - If you are a member of one of seven targeted categories, you may be able to tell a potential new employer that they can receive a tax credit when they hire you.

**Youth Opportunities** - Employment opportunities may be available to youth between the ages of 16 and 21.

For more information or to see if you  
meet eligibility guidelines,  
call **763-783-4800**  
TTY: **763-785-5987**



## Is Employment Success Your Goal?



Need assistance:

... in finding job openings?

... in your job search strategies?

... in your career planning?

## Discover the Minnesota WorkForce Center- Anoka County



No-Fee Job Search and  
Career Research Services!