

Tired of handling your job  
search by yourself?

Let us help.

# Berlin Job Center

- Did you know you can create professional looking resumes in the Berlin Job Center?
- Experienced staff are available to assist you in developing your résumé and/or writing other job search correspondence.



# Job search information is here.

Job search materials  
are readily available.

- ❑ Labor market info
- ❑ Wage surveys
- ❑ WI Manufacturers  
Directory
- ❑ WI Service  
Directory
- ❑ Website addresses



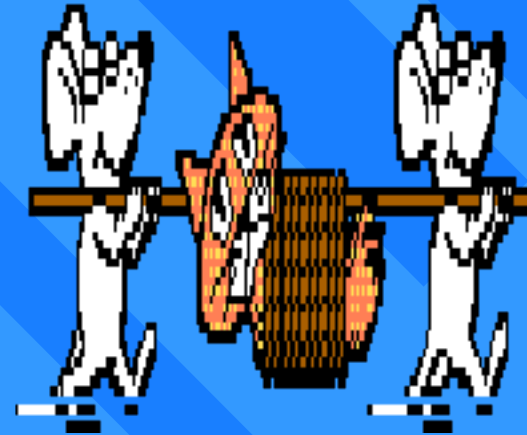
# Don't delay come in today!



- o Resume assistance
- o Employer information
- o New computers
- o Best in software
- o Career Exploration
- o Job Search Assistance
- o Practical advise !

# Looking for a new job?

- Tied up in knots? Need a career change?
- Want to build your skills?
- Where do you start?
- We may be able to help you!



# We have keyboarding tutorials!



- If you know how to type, you can build your speed and accuracy.
- If you don't know the keyboard – you can learn from our tutorials.

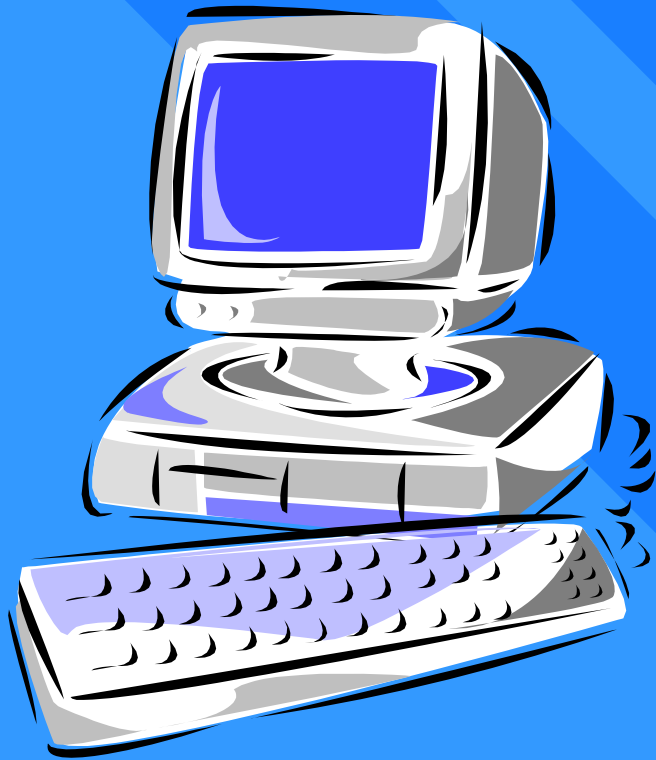
# The staff assisted hundreds of satisfied customers last year!

- Résumé assistance
- Job Search guidance
- Portfolio development
- Software tutorials
- Interviewing help
- Career information
- Labor market information



# Don't delay

## These services are available now!



### 3 computers available:

- ❑ Windows 98
- ❑ Word 2000
- ❑ High quality résumé paper and envelopes are available

### Tutorials are also available:

- ❑ Windows 98 & *me*
- ❑ Office 1997
- ❑ Keyboarding

# Opportunities await you!



The Berlin Job Center is  
open

- Monday - Friday
- 8:00 a.m. to 4:30 p.m.  
(We are closed for the  
lunch hour from 12:15 –  
12:45 p.m.)

Visit the  
Berlin Job Center  
today!

742 Green Tree Mall  
Berlin, WI 54923

(920) 361-3400

# 4 Career Centers are located within the Fox Valley Area.

- The Berlin Job Center
- The Fond du Lac Area Job & Career Center
- The Fox Cities Workforce Development Center
- The Oshkosh Area Workforce Development Center



Services within the Career Centers  
are available to the public

Administered through:

Fox Valley Workforce  
Development Board

1401 McMahon Dr.

Neenah, WI 54956

[www.foxvalleywork.org](http://www.foxvalleywork.org)