

JOB SEEKER RESOURCE GUIDE



The help you need for the job you want!



Northeastern Workforce
Development Board
ALBEMARLE COMMISSION
REGION R COUNCIL OF GOVERNMENTS

NC
works

A proud partner of the
AmericanJobCenter®
network

**Fostering the employment of northeastern North Carolinians by
enriching the skills and suitability of candidate employees for regional
businesses.**



Job Seekers ▾ Employers ▾ Resources and Services ▾ Select Language ▾ Sign In / Register

Enter a keyword and/or location to find jobs.

Search Jobs ▾

Job Title, Company, Occupation or Military Code City, State, County, Region or Zip

Search

[Additional Search Options]

87

Career Centers in NC

Find a Center

1,546

Résumés updated this week

Find a Candidate

160

New jobs posted today

Find a Job

3.9

Unemployment Rate

Find LMI Data

Live Chat

TABLE OF CONTENTS



Locations and Contact Information.....Page 03
Northeastern Workforce Development Board &
NCWorks Career Centers.....Page 04
Keep Up To Date With Our App!.....Page 05
NCWorks Weekly Blast.....Page 06

PREPARING FOR YOUR CAREER

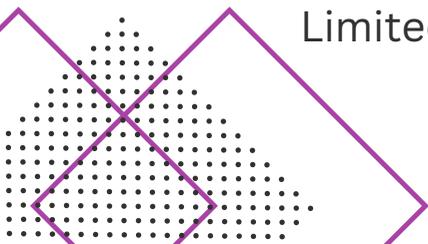
Career Exploration.....Page 07
Job Search
Interviewing Skills.....Page 08
Dressing for Success
Resumé Assistance

ADVANCING YOUR CAREER

In Demand Fields: Career Pathways.....Page 09
Training Services.....Page 10
Pre-Employability Assessments.....Page 11
Career Readiness Certificate

SPECIALIZED SERVICES

NextGen: Youth.....Page 12
Veterans.....Page 13
Re-Entry Services
Limited English Proficiency



Visit one of our NCWorks Career Centers!



NCWorks Career Center:

Elizabeth City – Pasquotank

111 Jordan Plaza, Elizabeth City, NC
27909

Phone: 252.621.6350

E-mail: ncworks.3300@nccommerce.com

NCWorks Career Center:

Edenton-Chowan

118 Blades St, Building 3, Edenton, NC
27932

Phone: 252.482.2195

E-mail: ncworks.3200@nccommerce.com

**Can't make it to one of our Career Centers?
We'll come to you!**

**Contact us to meet with a Career Advisor at one of our many hub
locations, schedule a virtual appointment, or request an
appointment outside of our regular hours.**



Northeastern Workforce
Development Board
ALBEMARLE COMMISSION
REGION R COUNCIL OF GOVERNMENTS



A proud partner of the
AmericanJobCenter®
network

NORTHEASTERN WORKFORCE DEVELOPMENT BOARD & THE NCWORKS CAREER CENTERS



The NWDB is headquartered centrally in Hertford, serving North Carolina's 10 most northeastern counties, including: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington Counties

The Purpose of the NWDB is to provide policy, planning, and oversight for local workforce development programs, including the NCWorks Career Centers in the region, and to address workforce issues as identified by the communities they represent.

NCWorks Career Centers

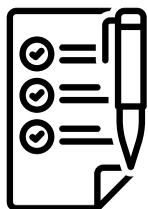
The NCWorks Career Center is the lead agency for promoting, delivering, and providing:

- Career Awareness
- Career Guidance
- Employability Skills

....to provide businesses with a skilled workforce



ASSISTING JOB SEEKERS WITH THEIR CAREER GOALS



PREPARING FOR YOUR CAREER

Job Search
Resumè Assistance
Interviewing Skills



ADVANCING YOUR CAREER

Career Pathways
Training Services
Soft Skills



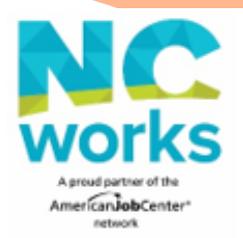
SPECIALIZED SERVICES

Veterans
Re-Entry Services
Limited English Proficiency

DOWNLOAD OUR APP!

Stay on top of the latest happenings by downloading the **NWDB NENC Works** app!

Scan the QR Code below or search NWDB NENC Works in the Apple App store or Google Play store to download!



DON'T MISS A THING!

Sign up for our weekly blast today to receive new job listings and event updates weekly to your email inbox!



Northeastern Workforce
Development Board
ALBEMARLE COMMISSION
REGION R COUNCIL OF GOVERNMENTS

NC
works

A proud partner of the
AmericanJobCenter®
network

NCWorks is an equal opportunity employer and provider of employment and training services.
Auxiliary aids and services are available upon request. Dial 711 to place a free relay call in North Carolina.



PREPARING FOR YOUR CAREER

Your career center can help you find work, improve your skills, and connect you to other resources to help prepare for interviews and make a good impression on employers. The following services are available at no charge:

Career Exploration

Visit your NCWorks Career Center for 1-on-1 professional assistance. Professional Career Advisors are available to assist with your career needs through:

- Free assessment software to discover your occupational skill interests
- Free workshops and software are available to improve employability, communication, and soft skills
- Access to computers, printers, and fax machines at no charge, for use in your job search

Job Search

Find your next career 24/7 by using NCWorks Online:
ncworks.gov

- Real time labor market information to assist you in developing an effective job search
- Use the wizard to build a professional resume; create a virtual recruiter to contact you when a job matching your search criteria posts online
- Download the free NCWorks mobile app
- Job listings spidered in from major career sites such as: America's Job Exchange, Career Builder, Hot Jobs, and Job Central from the National Labor Exchange



Interviewing Skills

Our Career Advisors can offer you tips and strategies on how to give a winning interview!

- Develop confidence with opportunities to practice using different interviewing styles
- Learn tips to improve your interview skills and tips for effective follow-up procedures



Dressing for Success

Our Career Advisors offer guidance on understanding how your dress contributes to your brand and impacts success.

- Learn how to present yourself professionally, what to wear vs. what not to wear, how to dress properly for an interview and while on the job.
- Gain understanding of how others may see you and how that image can impact your employment.



Resumé Assistance

Allow your resumé to serve as a marketing tool to market YOU!

Ask our Career Advisors to assist with:

- Tailoring your resumé to the job/career you want, to get the employer's attention
- What to include, exclude, or enhance on the resumé and how to customize per employer





ADVANCING YOUR CAREER



CAREER PATHWAYS

Career Pathways is an integrated collection of regional and local programs and services connecting youth and adults to the workforce through education and training for highly skilled careers in high demand industries.

NCWorks Career Advisors and school counselors can steer students and adults in the direction they need to follow for a pathway in a field that has a high demand for jobs. Pathways include:

- **Health Care**
- **Advanced Manufacturing**
- **Agriscience & Biotechnology**
- **Business Support Services**

Visit nencpathways.org for more information.



TRAINING SERVICES

Ready to take the next step in your career? You may qualify for local, state, or federally funded training programs designed to help you earn an associate degree, certificate, or diploma—or even make a fresh start in a new career.

Here's how we can support you on your journey to meaningful, self-sustaining employment:

- **Explore Your Future:** Get personalized career exploration, guidance, and planning support to help you identify the best path forward.
- **Get Financial Support:** We may be able to help cover the cost of tuition, books, transportation, childcare, testing fees, and training supplies.
- **Build Real-World Skills:** Learn in the classroom or on the job through work-based learning opportunities.
- **Level Up Your Earning Potential:** Gain the skills you need to move from minimum-wage work to a livable-wage career.
- **Stay Competitive:** Learn how to not only land a job—but keep it and grow.



"NCWorks has been a life saver in helping me pay for tuition, supplies, childcare and travel expenses. I am very grateful for them! "

-Julissa De La Cruz



PROVE YOUR SKILLS TO EMPLOYERS

When applying for a job, you may be required to demonstrate your knowledge of basic occupational skills. The NCWorks Career Center offers free pre-employability tools that can help.

Every occupation has an assessment for you to prove your skills:

- Office Skills, Data Entry, Typing
- Telephone Etiquette
- Cash Handling
- QuickBooks
- Basic Warehouse Knowledge
- Assembly and Matching

Over 1500 tests available!

Call the NCWorks Career Center near you to find out which tests are offered and make an appointment.

ACT WORKKEYS NATIONAL CAREER READINESS CERTIFICATE (CRC)[®]

Enhance your resumé by assessing your workplace skills

The Benefits:

- Job seekers can provide employers with verifiable evidence of their job skills.
- Strong job skills can lead to higher-paying jobs. Show employers you have the skills to do those jobs!
- The CRC is recognized by employers and education entities nationwide. It's portable.

Take the CRC today to showcase your skills in Applied Math, Graphic Literacy, and Workplace Documents. Earn a bronze, silver, gold, or platinum level.



SPECIALIZED SERVICES



The NextGen mission is to provide an opportunity for eligible young adults, ages 16 to 24, to make informed decisions about their educational and career choices, find a career pathway to maximize their potential to succeed and become competitive candidates in the job market.

For more information: <https://nwdbworks.com/about-nwdb/nextgen/lets-get-started/>

Services include:

- High School Equivalency
- Paid Work Experience
- Education & Career Counseling
- Post-Secondary Education Prep
- Occupational Skills Training
- Tutoring Services
- Work Readiness Preparation
- Employability & Soft Skills Training
- Leadership Development
- Financial Literacy
- Labor Market Information
- Career Readiness Certificates
- Career Pathways Counseling
- Transportation & Childcare Assistance
- Job Referrals
- Resumé Development
- Entrepreneurial Skills Training
- On-the-Job Training



VETERANS

Learn how the skills you acquired in the military translate to the civilian and business sector. Veterans and eligible spouses are given priority of service at NCWorks Career Centers and are given 24-hour veteran preference on newly created job orders. We have specialized staff, all of whom are veterans, who work closely with veterans and employers to create more opportunities for veterans.



RE-ENTRY SERVICES

Career Center staff ensure job seekers with a criminal record have the necessary resources to conduct an effective job search and to assist with being productive in the workforce. Additional services include:

- Help with resumés and a "letter of explanation" detailing reasons for their criminal record and/or incarceration
- Knowledge about employers' policies concerning hiring former offenders
- Referrals to community organizations that assist former offenders
- Information on Federal Bonding and the Work Opportunity Tax Credit, which encourages employers to hire individuals who are qualified for open positions but face barriers to employment.

LIMITED ENGLISH PROFICIENCY

For those who have Limited English Proficiency (LEP), technical assistance and guidance is available through the LEP program with translating resources available in numerous languages.

NCWORKS

POWERED BY NORTHEASTERN WORKFORCE DEVELOPMENT BOARD

CAN HELP YOU FIND A JOB...IT'S EASY!

- 1 VISIT:** ncworks.gov... It's free for all NC job seekers!
- 2 SELECT:** Click Register > Individual
- 3 CREATE:** Choose a username and password
- 4 REGISTER:** Complete your registration - All fields are required!
- 5 SEARCH:** Build your resumé and find a job!

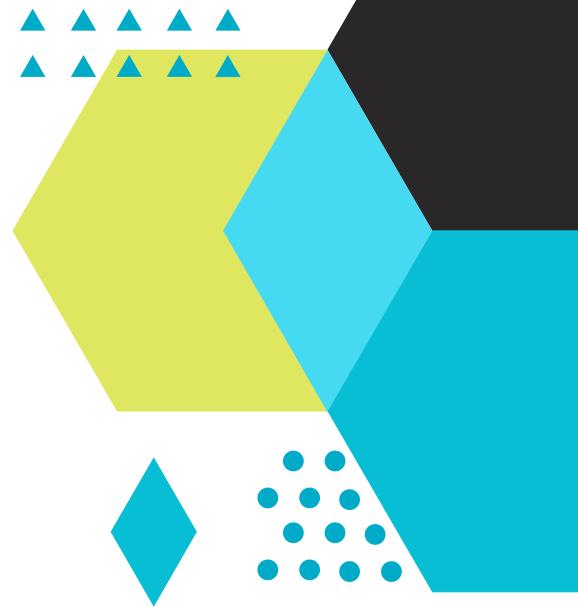
JOB SEARCH



job



A proud partner of the
AmericanJobCenter[®]
network



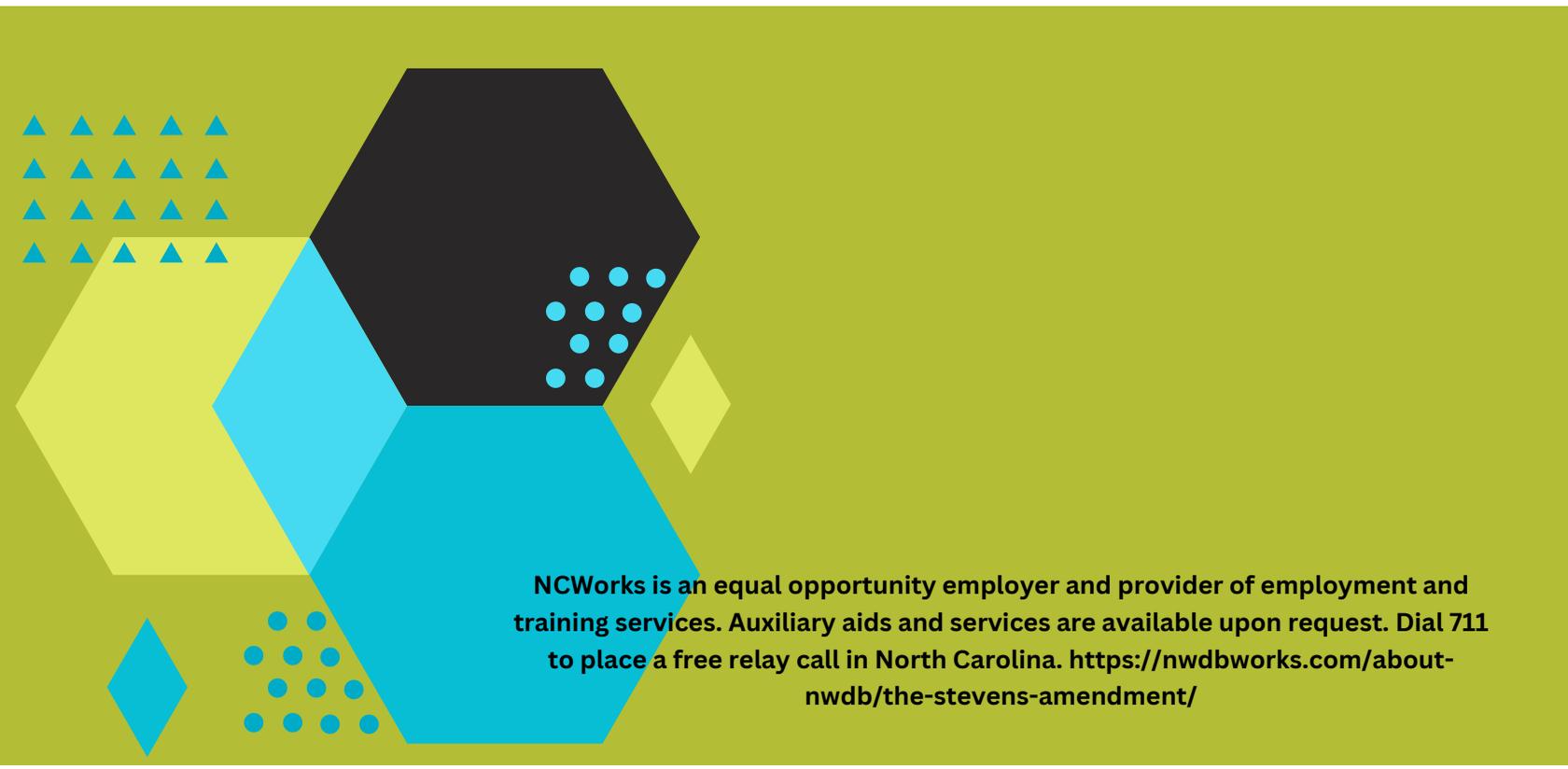
Northeastern Workforce Development Board

ALBEMARLE COMMISSION
REGION R COUNCIL OF GOVERNMENTS

101 ARPDC Street
Hertford, NC 27944

Phone: 252.426.5753
nwdbworks.com

ncworks.gov



NCWorks is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request. Dial 711 to place a free relay call in North Carolina. <https://nwdbworks.com/about-nwdb/the-stevens-amendment/>