



2021 E. College Way, Suite 210, Mount Vernon, WA 98273
 (360) 336-5781, Fax (360) 428-6983

<http://go2worksource.com>

Resource Lobby Hours:

Monday – Friday, 8:00 am – 4:30 pm

Resource Lobby is for Job Search, Career Exploration, Training Research, And Unemployment Insurance. Computer activity is monitored.

COMPUTERS FOR JOB SEARCH:

- ◀ MS Word and WinWay Résumé to create your résumé and cover letter
- ◀ Internet access to explore job opportunities on-line and post electronic résumés
- ◀ Career guidance and skills assessment using WOIS, Choices CT, ORCA and others
- ◀ Local labor market information using Workforce Explorer and the Internet

SELF EMPLOYMENT RESOURCES:

- ◀ Business Planning Software
- ◀ Books on how to start a business
- ◀ Information on securing start-up loans

BOOKS, VIDEOS & HANDOUTS ABOUT:

- ◀ Resumes
- ◀ Cover Letters
- ◀ Interviewing
- ◀ Applications
- ◀ Job Readiness
- ◀ Job Retention
- ◀ Labor Market
- ◀ Networking

EMPLOYER & BUSINESS SERVICES:

- ◀ Screened Applicants
- ◀ Assist with Job Listings
- ◀ Wage Information
- ◀ Interviewing Space

PLUS:

- ◀ Typewriter
- ◀ Telephones (4-County area)
- ◀ Laser Printing
- ◀ Copy Machine (4 copy limit)
- ◀ Fax Machine (out going only to 4-County area)

Resource Specialists

To assist you with:

- ◀ Understanding employer needs
- ◀ Matching resources with your needs
- ◀ Résumés and cover letters
- ◀ Interview preparation
- ◀ Career exploration
- ◀ Self-Assessment

WORKSHOPS:

Referral to the Job Hunter Workshop Series
 (at the Mount Vernon Job Service Center)

Includes:

Knowing Yourself, Skills and Abilities Analysis, The Job Market, Effective Job Search, Applications and Resumes, Interviewing Techniques, Computer/Internet Basics, Electronic Resumes

ORIENTATIONS & JOB CLUBS

- ◀ Center Orientation
- ◀ Job Club

UNEMPLOYMENT INSURANCE:

- ◀ File claim 1-800-362-4636, 7am – 5pm
- ◀ Weekly continuing claim 1-800-318-6022
- ◀ Online at: <http://go2ui.com>



The **WorkSource Center** is open to the public. **No fees required.** The Center is an adult learning environment. Please make other arrangements for children. **WorkSource Skagit is an Equal Opportunity Provider of Employment and Training Services.** Auxiliary aids and services available upon request to individuals of disabilities. TDD 1-800-833-6388