

Put **BERC** to Work

WHAT WE OFFER

- Career Exploration and Planning
- Job Training
- Résumé and Cover Letter Development
- Job Search Assistance
- Interviewing Skills
- Paid and Unpaid Work Experience
- Financial Literacy
- Individual Consultation
- GED/High School Diploma Attainment
- Community Resource Connections
- Skills Assessments and Workshops
- Computer, Printer, and Copier Access and Office Supplies
- Supportive Services
- Interpersonal Skills Development



"Many people wrote me off, but the staff at BERC saw more in me. Had it not been for their positive influence and their youth program, I may not be where I am today."

Zachary Tomlin

Founder and CEO of Tomlin Technology, Inc.
Co-Founder of Projected Force, LLC

Our Mission

The mission of the Carroll County Business/Employment Resource Center is to develop a highly effective workforce for new and existing businesses and to assist job seekers in achieving, advancing and retaining employment through life long learning.

BERC

BUSINESS/EMPLOYMENT RESOURCE CENTER

224 North Center Street | Westminster, MD 21157

Phone: (410) 386-2820 | Fax: (410) 876-2977

TTY (MD Relay): 711/800-735-2258

www.CarrollWorks.com | info@carrollworks.com

Hours:

Monday – Friday 8:00am – 5:00pm

Carroll County

ECONOMIC DEVELOPMENT

Right Place, Right Time



americanjobcenter
MARYLAND

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event. Email: ada@ccg.carr.org.

Connect. **BERC**

BUSINESS/EMPLOYMENT RESOURCE CENTER

Youth Services



(410) 386-2820
CarrollWorks.com



BERC Youth Works!

Can Help

WE ASSIST YOUTH 16-24 YEARS OLD WHO ARE:

- Homeless
- Pregnant or Parenting
- Basic Skills Deficient
- Low-Income
- Youth with a Disability
- Offenders
- In or Aged Out of the Foster Care System
- High School Drop Outs

BERC

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Our Vision: *To help youth prepare for a productive and meaningful adulthood, focusing on self-sufficiency through employment and occupational training.*

DID YOU KNOW?

- Over **75%** of jobs are never advertised
- Most recruiters receive **250 résumés** for one job posting
- Between **80-95%** of all employers search job candidates' names using search engines to see what shows up on the internet, before they make a job offer
- **76%** of résumés are thrown out simply because their email address is unprofessional
- **93%** of employers say that interpersonal skills are a very important factor in hiring decisions
- **55%** of someone's perception of you is based on how you look
- It takes **8-9 positive interactions** with someone to overcome a negative impression

