

Put
BERC
to Work

We'll Help You

- Write a **Résumé**
- Find Job **Leads** That Match Your Skills
- Determine a Career **Goal**
- Learn Effective **Interviewing** Techniques
- Obtain **Skills** for a New Job



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 – Thursday 8:00am – 4:30pm | Friday 8:00am – 2:00pm

Carroll County
ECONOMIC DEVELOPMENT
Right Place. Right Time



A proud partner of the
americanjobcenter®
network

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.



BUSINESS/EMPLOYMENT RESOURCE CENTER

Customer Services



(410) 386-2820
CarrollWorks.com

Your Top Resource for Job & Career Assistance

SERVICES AVAILABLE TO ALL, WITH SPECIALIZED SERVICES FOR:

- Low income individuals
- Dislocated workers
- Displaced homemakers
- Veterans
- Youth (ages 14-24)
- Re-entry assistance for the ex-offender
- Older individuals
- Individuals with disabilities
- Single parents
- Homeless individuals

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JOB SEARCH RESOURCES

- Current local job postings
- Skills assessment center
- Career development/job search resource library
- Maryland Workforce Exchange and internet job search
- Computers and quality laser printers
- Software applications and tutorials
- Telephone and fax line
- Newspapers and weekly publications
- Professional, experienced staff, including specialists for youth, veterans and persons with disabilities
- Federal bonding

JOB SEARCH ASSISTANCE

- Career assessment, planning and development
- Individual consultation
- Interview practice
- Job placement assistance
- Résumé/cover letter development
- Skills assessments
- Skills upgrade opportunities
- Job fairs



WORKSHOPS & SEMINARS

- Basic Résumé Prep and Résumé Clinic
- Interviewing for Success
- LinkedIn
- Job Search for Baby Boomers
- Weekly Job Club
- Self-Employment Option
- 5 Steps to Rapid Employment

IN PARTNERSHIP WITH:

- American Job Center Network
- Mid-Maryland Workforce Development Board
- Carroll County Department of Economic Development
- Maryland Department of Labor, Licensing and Regulation

