

**LOOKING FOR WORK? VISIT THE RACINE COUNTY WORKFORCE DEVELOPMENT CENTER (WDC) RESOURCE ROOM**

by Joanne C. Allen, Resource Room Team Leader, Racine County Workforce Development Center

The WDC Resource Room offers a wide array of job search tools and references. Here are a few of the tools we have to assist in your job search:

**On-Site Recruiting by local and regional employers:** Call 619-JOBS (5627) hotline or visit our website at [www.wdc.racineco.com](http://www.wdc.racineco.com) to get a list of employers that will be recruiting in the Resource Room along with the date and time of the recruitment. During the recruitment you will have an opportunity to complete an application, and interview with the employer face to face! We have had over 10 employers in 2008 recruit at the WDC so check the hotline often to get information on the latest recruitment's. Employers who have conducted recruitment's in the past had positions ranging from professional office positions to entry-level manufacturing.

**Internet Access:** Make your resume available to hundreds of area employers by posting your resume on the Resume Matrix of Southeast Wisconsin ([www.resumematrix.com](http://www.resumematrix.com)). Workforce Development Centers in Kenosha, Racine, Walworth and Waukesha Counties have consolidated their efforts to create a regional resume matrix for you to post your resume. We also provide assistance with applying for jobs on the Wisconsin JobNet and other internet job boards. A list of job boards is located in the Resource Room.

**Assistance with Preparing Resumes:** We have two options to assist you in preparing your resume. The first option is for job seekers with little or no computer skills. The Introduction to Winway Resume workshop is a guided tour of how to use the resume program to produce your resume. Space is limited to 8 people so contact the Resource Room staff for more information at 262-638-6425. The second option is Resume Clinics. These clinics are for the job seeker who can type. Since January 2008, 177 people have completed their resumes in the Resume Clinics.

**Career Counseling:** Discover your talents or improve your testing skills by meeting with one of our career counselors. There is no-cost for these services or to attend the career counseling workshops. Call 262-638-6429 for an appointment. Here's a brief description of some of our testing services: Career Assessment Workshops are held every 1st & 3rd Thursday of each month from 9:00 am - 12:00 p.m. These workshops are designed to help individuals discover the kinds of jobs they have an interest in, receive information about those jobs, and increase their awareness of the careers that are available to them. The General Aptitude Test Battery (GATB) is a 2-hour test that generates a Vocational Information Profile identifying your aptitudes and interests. Along with a counselor, the test results will assist you with putting together a plan to identify suitable occupations that match your current work skills.

**Access to Regional Newspapers:** We provide daily classified job ads from Racine, Kenosha, and Milwaukee, as well as weekly classified papers from Burlington and Sunday classifieds from the Chicago Tribune.

These are just a few of the job search tools available to you. Please visit us at one of our locations in Racine at 1717 Taylor Ave, or Burlington at 380 McCanna Parkway. Our hours in Racine are Monday 7:30 am - 5:00 p.m. and Tuesday ñ Friday 8:00 am - 5:00 p.m.. Burlington hours are Monday, Tuesday & Thursday 9:00 am - 4:00 p.m.

For further information contact us at 262-638-6425.