

Susquehanna Workforce Centers Services

Free Seminars for Résumé Writing and Interviewing, Internet Skills for Job Search, Career Assessment, and How to Apply for Federal Jobs.

Services offered in our Resource Area:

- Registration on the Maryland Workforce Exchange (mwejobs.maryland.gov)
- Computers for job search and resume writing
- Access to fax and copier for job searching

Additional individualized services with your job search may include:

- Assessment of your skills and qualifications
- Individualized guidance for career decision making and job searching
- Résumé preparation
- Skills upgrade services
- Occupational skills training

For individualized services – bring the documents listed below to your career advising appointment:

You must be at least 18 years old for this program.

- ☐ **Driver's License/Photo ID**
- ☐ **Verification of Social Security Number** (SS Card, DD214, W-2, letter from Social Security office)
- ☐ **Verification of Address** (Driver's License, Lease, Utility Bill)
- ☐ **Verification of Citizenship** (Birth Certificate, US Passport, Voters Reg. Card, Alien Reg. Card)
- ☐ **Verification of Veteran status** (DD214)
- ☐ **Verification of Selective Service** *Men born on or after January 1, 1960 must be registered (www.sss.gov)
- ☐ **Company Lay-off Notification**
- ☐ **Verification of Disability** (Physician statement, Social Security Disability Record, VA letter)
- ☐ **Verification of Income/Family Income - for last 6 months** (Pay Stubs, Unemployment Eligibility Letter and Benefit Payment History, Pensions, other Monetary Benefits, Food Stamps/TCA)

HDG @ Swan Creek
410-272-5400

Bel Air
410-836-4603

Cecil County
410-996-0550

Hours are 8:00 to 4:30 Monday through Friday