

# Susquehanna Workforce Centers Services

**Free Seminars** for Résumé Writing, 10 Steps to a Federal Job, LinkedIn, and a financial seminar presented by APGFCU.

## **Services offered in our Resource Area:**

- Registration on the Maryland Workforce Exchange (<https://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
- Interview preparation
- Skills upgrade services
- Occupational skills training

## **For individualized services – upload documents listed below before 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](http://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, RESEA/ROW Letter, Benefit Payment History, Pensions, other Monetary Benefits, SNAP/TCA)

**HDG @ Swan Creek 410-272-5400**

**Cecil County 410-996-0550**

**Hours are 8:00-4:30, Monday through Friday**