

Services



Public computer Lab:
Westmoreland Career Center



Transportation Planning:
Assistance with public transportation planning



Individual Career and Financial Planning:
Creating the goals and steps needed to reach where a client aspires to be



Resume/Cover Letter Development:
Resume or cover letter reviews, creation, or edits skills training



Job Leads:
Providing job leads via email, phone, or in person



Basic Computer Classes:
Includes Microsoft Word, Excel, PowerPoint, and basic computer skills classes



Basic Needs Referrals:
Referrals to other agencies for food, clothing, housing, or financial assistance



Budget Assistance:
Discussion and training of personal budgeting and budget planning.



Interview Preparation:
Mock interviews, Interview preparation, outfit planning, or interview skills training



Hiring Events:
Hosting and/or planning job fairs, individual employer events, etc



Application Assistance:
Providing direction, answering questions, or any other form of assistance with applications.



***NEW* Soft Skills Classes:**
Training on soft skills to get and keep employment – job support groups



Technology Distribution:
Providing laptops/hotspots to clients based on need

