

# 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](http://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](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, 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**