

## The Massachusetts Department of Workforce Development Can Help

Massachusetts One-Stop Career Centers offer a wide variety of employment and training services to help you get the job you want. When looking for a job, take advantage of these services, available at no cost, to learn how to:

- search for jobs on-line
- expand your job search and interviewing skills
- write effective resumes
- schedule interviews with employers

Information on the One-Stop Career Center nearest you is available by calling DWD at (617) 626-6560. This automated directory lists the street addresses and phone numbers of each office. It also provides directions to those offices.

### For Help on Choosing the Right Career

If you are undecided about which occupation to pursue, or if you are in the process of changing jobs, the Massachusetts Career Information System (MassCIS) can help you explore careers that fit your interests. MassCIS is an on-line, user-friendly system, whose main purpose is to help people make better informed career and educational choices. Among the components of MassCIS are:

- self-assessment tools that help people match their interests and skills to occupations and programs of study
- databases of state and national schools
- financial aid information
- job openings by occupation links

People also can set up personal portfolios to save their assessment results, and to write and save resumes. MassCIS is available on-line at <http://www.masscis.intocareers.org>. For more information on MassCIS, log on and access one or more of our “Quick Starts”, or call (617) 626-5718 or e-mail the CIS staff ([masscis@detma.org](mailto:masscis@detma.org)).

### For On-line Access to Job and Career Information and Business Statistics

The Department of Workforce Development (DWD) is your online resource for finding jobs, exploring careers, and researching the Massachusetts economy, and its industries and businesses. DWD’s website contains thousands of job listings from employers all over the state. You can also obtain job search information, search and apply for jobs, write cover letters and post your resume from this site. Go to DWD’s home page at [www.mass.gov/dwd](http://www.mass.gov/dwd). DWD’s labor market information home page provides you with the most up-to-date data on employment, unemployment, and wages by industry, occupation, and locality—information you can use to assess your job offer. Go to the LMI home page at [www.mass.gov/lmi](http://www.mass.gov/lmi). More detailed descriptions of these and other online job search and career information websites are listed in the Resources Section at the back of Career Moves.

Access to the Internet is available to the public at any One-Stop Career Center.