



Lake County

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American Job Center network

OhioMeansJobs-Lake County Career Center Overview

177 Main St. Painesville, OH 44077

Hours of Operation:

Monday – Friday

8:00am – 4:30pm

440-350-4000

(Rev. 04/2019)



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How Can We Assist You?

- Out of work?
- Looking for a better job?
- Changing careers?
- Skills need upgrading?
- Having trouble finding a full-time job?
- Need a referral?



You're at the right place. We're Here To Help!



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ON YOUR FIRST VISIT YOU WILL....

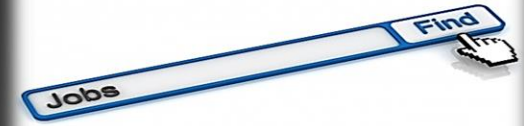
- Receive an overview about OhioMeansJobs-Lake County
- Tour the career center with a knowledgeable staff member
- Have the opportunity to register for FREE job seeking services
- Learn about FREE resource room services and other available OhioMeansJobs tools and resources
- And much more...

Welcome!



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BECOME A REGISTERED CUSTOMER TO USE OHIO MEANS JOBS-LAKE COUNTY SELF-SERVICES AT OUR FACILITY FOR:

Job Search Assistance

- Our website ohiomeansjobs.com/lake has many tools to help you in your job search
- Browse to OhioMeansJobs website for job openings at ohiomeansjobs.com/lake
- View and follow our Facebook page at www.facebook.com/omjlake for postings, news, and event information
- You may also use any other websites and search engines for job seeking.



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USE OHIOMEANSJOBS-LAKE COUNTY SELF-SERVICES AT OUR FACILITY FOR:

Resume Assistance

- Use Microsoft Word or WinWay resume software in the career center to build your resume (Staff Assistance Available)
- Visit OhioMeansJobs resume tools and resume grader
- Resources to develop a cover letter and references



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USE OHIOMEANSJOBS-LAKE COUNTY SELF-SERVICES AT OUR FACILITY FOR:

Post Your Resume For FREE

- You may register for a new job seeker account at (OhioMeansJobs).
- You can create a Career Backpack to build an employment plan and organize all your professional information.
- You will also be able to post your resume for employers to view.

www.Ohiomeansjobs.com/omj



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USE OHIOMEANSJOBS-LAKE COUNTY SELF-SERVICES AT OUR FACILITY FOR:

Interviewing Techniques

- WinWay Resume software also features interviewing videos which is available in the career center.
- OhioMeansJobs Lake County staff are available to provide interview related assistance.
- A one on one free Mock Interviewing session can be scheduled with staff.



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USE OHIOMEANSJOBS-LAKE COUNTY SELF-SERVICES AT OUR FACILITY FOR:

Resource Room Services

- 31 computer stations – Internet Access, Microsoft Tutorials, Typing and Language Programs
- Telephones, scanner, copiers and fax machine for employment related tasks
- Unemployment Compensation information and direct telephones available
- OhioMeansJobs-Lake County staff will show you how to take advantage of all available onsite equipment and resources

All Services Are FREE!



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USE OHIOMEANSJOBS-LAKE COUNTY SELF-SERVICES AT OUR FACILITY FOR:

Learn Basic Computer Navigation Skills

- Mousercise – Computer Navigation Tool for beginners
- Comprehensive computer tutorials - Word, Excel, Access, PowerPoint, QuickBooks, and more
- Practice typing skills with *Mavis Beacon* in the career center
- Information about upcoming workshops onsite and at partnering agencies



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THROUGH THE OHIOMEANSJOBS.COM WEBSITE YOU CAN:

- Develop a Career Profile
- Explore Career Interests and Aptitudes
- Locate available job openings in the area
- Explore [Financial Aid](#) for short-term vocational training
- Research labor market information including local salary ranges
- Search for In-demand occupations
- Use employer locator to find contact information about a specific company





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OhioMeansJobs-Lake County is a cooperative partnership of public, private and non-profit agencies and partner organizations that have joined forces to create a coordinated system to provide workforce services to employers and job seekers.

Aspire

Auburn Career Center

Community Services Block Grant

Goodwill Industries

Lakeland Community College

Lake County Department of Job & Family Services

Lake County Port and Economic Development Authority

Lake Metropolitan Housing Authority

Lifeline

Ohio Department of Job & Family Services

Opportunities for Ohioans with Disabilities

Vantage Aging



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ARE YOU A VETERAN?

As a Veteran and/or eligible spouse, you may be eligible for special services and programs

- The Lake County Veterans Services Commission offers emergency assistance for basic living expenses such as rent, food, utility bills, and prescriptions. For more information or to schedule an appointment, contact (440) 350-2567 or (440) 350-2904.
- Please call or come into our full-service career center and identify yourself as a veteran. You will learn all about priority of service given to veterans and will be routed to veterans services, as needed.



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CAREER CENTER RULES

Please follow the rules below when visiting the career center...

- No food or drink is permitted in the computer lab. There is a break room for snacks and a soda vending machine for your use.
- Cell phone use is prohibited in the computer lab section of the career center. They may only be used in the Resource Room, JFS lobby, or outside
- Quiet Please! Out of respect to others, please keep noise levels to a minimum

Please note, all rules are posted in the computer lab. Please take time to review them closely.



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A graphic showing the word "Congratulations!" written in a cursive, handwritten style in black ink. A silver and black pen is positioned at the end of the word, as if it has just finished writing it.

CONGRATULATIONS! YOU HAVE JUST COMPLETED THE OHIOMEANSJOBS-LAKE COUNTY OVERVIEW

- Please see an OhioMeansJobs-Lake County staff member to discuss the overview process and any questions.
- You are now free to proceed with services to assist you in your job search.

**Thank you for visiting the career center at OhioMeansJobs (OMJ) Lake
County**