

WELCOME TO THE NEW TRI-CITIES ONE STOP CAREER CENTER NEWARK

In order to comply with the *GREEN* philosophy of this new campus, the Tri-Cities One Stop Career Center in Newark will no longer provide customers with access to printers, copiers or fax machines. As most of you know, the bulk of today's job search is accomplished on the computer and can be done without paper. We are here to assist you in conducting your best electronic job search. You will learn how to:

- Set up an email account
- Email job leads to yourself
- Organize your job leads
- Create an electronic resume
- Cut and paste your resume into an email
- Access online job search databases
- Use desktop shortcuts to access labor market information, newspapers, community services, and much more
- Save your documents on a flash or jump drive: note: our new computers do not have floppy drives

Our staff is available to assist you in adjusting to these changes!

THANK YOU for doing your part to help in conservation