

ADVANCE YOUR CAREER

WITH THE FREE SERVICES PROVIDED BY YOUR

WORKFORCE INVESTMENT BOARD!



PERSONAL ENRICHMENT & ADVANCEMENT

- Career planning
- Individual employment counseling
- Staff-assisted placement services
- Individual employment plan
- On the job and vocational training as determined by an individual assessment
- Personal coaching/mentoring



JOB SEARCH & CAREER EXPLORATION

- Career assessments
- Job search resources
- Computer workstations
- Internet access
- Job leads
- Library resources
- Referrals to partner agencies



RÉSUMÉ & INTERVIEW WORKSHOPS

- How to write a résumé
- Successful interview techniques
- How to find the hidden job market
- Dress for success



SAN BERNARDINO
COUNTY

Workforce Investment Board

www.csb-win.org - 1.800.451.JOBS (5627)

West Valley AJCC - 9650 9th Street, Suite A, Rancho Cucamonga, CA, 91730
909.941.6500


East Valley AJCC - 658 E. Brier Drive, Suite 100, San Bernardino, CA, 92408
909.382.0440

High Desert AJCC - 17310 Bear Valley Road, Suite 109, Victorville, CA, 92395
760.552.6550

James C. Ramos, Chairman, Third District Supervisor | Robert A. Lovingood, Vice Chairman, First District Supervisor
Janice Rutherford, Second District Supervisor | Curt Ragman, Fourth District Supervisor
Josie Gonzales, Fifth District Supervisor
Gregory C. Devereaux, Chief Executive Officer - Sandra Harmsen, Executive Director, Workforce Investment Board

EQUAL OPPORTUNITY PROGRAM. AUXILIARY AIDS AND SERVICES
AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES, CALIFORNIA RELAY SERVICE 711.

¡PROGRESE EN SU CARRERA CON LOS SERVICIOS GRATIS QUE LE PROPORCIONA SU JUNTA DE INVERSIÓN EN LA FUERZA LABORAL!



ENRIQUECIMIENTO Y PROGRESO PERSONAL

- Planificación de carrera
- Asesoramiento individual de empleo
- Servicios de colocación con ayuda del personal
- Plan individual de empleo
- Entrenamiento en el trabajo y vocacional según se determine por una prueba individual
- Capacitación/consejería personal



BÚSQUEDA DE EMPLEO Y EXPLORACIÓN DE CARRERAS

- Evaluaciones para carreras
- Recursos para la búsqueda de empleos
- Lugares con computadora
- Acceso al Internet
- Pistas de empleos
- Recursos bibliotecarios
- Recomendaciones a agencias aliadas



TALLERES DE RÉSUMÉ VITAE Y ENTREVISTAS

- Cómo escribir un resúme
- Técnicas exitosas para entrevistas
- Cómo encontrar el mercado oculto de empleos
- Cómo vestir para triunfar



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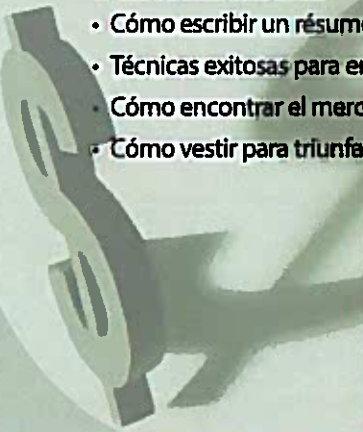
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