

# MontgomeryWorks

*Helping People Find Jobs...and Jobs Find People*

**What is *MontgomeryWorks*?** *MontgomeryWorks* is a One-Stop Career Center that offers job seekers the resources to prepare for and obtain employment. Customers are provided with the tools to become more marketable, and the One-Stop Career Center also works closely with businesses to meet their hiring needs. Services at *MontgomeryWorks* are FREE for all customers.

## **Core Services Available to all Job Seekers**

### ***Self-Service Resource Room***

- FREE Use of computers with Internet access and Microsoft Office Suite, printers, fax, telephones, and TTY (for customers who are deaf or hearing impaired)
- Assistance beginning your job search and posting your résumé on to the Maryland Workforce Exchange: [www.mwejobs.maryland.gov](http://www.mwejobs.maryland.gov)
- Access to job fairs, recruiting events, and resource library
- Information about the current labor market
- Referrals to community resources
- Free job readiness workshops (*Register Online at: [mwejobs.maryland.gov](http://mwejobs.maryland.gov)*)
  - ◇ Resume Writing
  - ◇ Computer Basics
  - ◇ How to Apply for Federal Jobs
  - ◇ Successful Interviewing
  - ◇ Understanding Online Applications
  - ◇ What Do You Want to do with Your Life?
  - ◇ Career Planning...and MORE!
- Access to self-paced online tutorials (*in person registration required*):
  - ◇ Free Self-Paced Typing Tutorial
  - ◇ PC & Business Skills
  - ◇ Personal Career Skills

## **Locations & Hours of Operation**

**WHEATON** - Westfield South Office Building\*\*

11002 Veirs Mill Road, First Floor

Wheaton, MD 20902

301.929.6880 • TTY: 301.962.4083

\*\*Next to the Montgomery Royal movie theater

**Hours:** Monday & Wednesday: 8:30 am – 5:00 pm

Tuesday & Thursday: 8:30 am – 6:00 pm

Friday: 8:30 am – 3:00 pm

**GERMANTOWN** – UpCounty Regional Services Center

12900 Middlebrook Road, 1<sup>st</sup> Floor

Germantown, MD 20874

Phone: 240.777.2050 • Fax: 240.777.2070

**Hours:** Monday – Thursday: 8:30 am – 5:00 pm

Friday: 8:30 am – 3:00 pm

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*MontgomeryWorks is a project of the Montgomery County Department of Economic Development and supported with funding from the U.S. Department of Labor*





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**Additional Services/Opportunities Available for Youth and Adults – Age 16 and Older  
Based on Eligibility**

- Career counseling
- Employment barrier identification and evaluation
- Training and credentialing through Montgomery College and other local career schools (in areas such as technology, health care, sales, and customer service)
- Referrals to English as a Second Language (ESL) classes
- Referrals to GED, ABE, and other continuing education programs
- *...and MORE!*

**Our Partners Include:**

Jewish Council for the Aging  
Job Corps  
Maryland Dept of Labor, Licensing and Regulation (DLLR)  
Maryland Multicultural Youth Center (MMYC)  
Montgomery College  
Work Opportunities Unlimited (WOU)  
Conflict Resolution Center of Montgomery County  
TransCen  
Health and Human Services  
Division of Rehabilitation Services  
UpCounty Regional Services Center  
Housing Opportunities Commission  
*...and MORE!*

Also visit our website at [www.montgomeryworks.com](http://www.montgomeryworks.com) for details about our career centers and additional services.

For questions email us at [info@montgomeryworks.com](mailto:info@montgomeryworks.com).



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