

CSBD Dislocated Worker Assistance Booklet



www.careersourcebroward.com

A proud partner of the

American**Job**Center[®]
network

**Utilize this valuable guide for Career
Services, Résumé Tips, and Interview
Techniques for a positive move forward.**

Welcome

Message from the President



Today, we are meeting under difficult circumstances. The prospect of changing jobs and looking for a new position can seem like an overwhelming task. This is especially true when the loss of your job is the result of a reduction in workforce. Our purpose here today is to make sure, as you move forward in your career, that you are aware of valuable resources and job search tips on interviewing and résumé writing that will assist you in finding your next job.

This can also be a time for reflection. A time for you to reevaluate your career options, access your goals or perhaps consider gaining new skills. Experiencing a career transition may feel like the end of the world, but it is actually a new door of opportunity opening wide for you. Now may be the time to consider starting that new business you always dreamed of, but never had the time. Or perhaps you were thinking of going back to school, but the thought of mixing homework with regular work, just made you exhausted.

Well, the good news is that the job market and workplace today has unlimited potential for career advancement. With the continual decline in the unemployment rate as a result of the economic recovery, companies in the South Florida region are hiring again.

We can assist you in upgrading your skills and becoming more marketable. You are at the beginning of your new job search and we are here to help as you transition. Please visit your nearest career center to find out if you are eligible for one of our approved training programs, and to receive job search assistance from one of our success coaches.

Today is going to be a great day. You are truly with the right people, in the right place, at the right time. Let's move forward together.

Carol Hylton
President/CEO
CareerSource Broward

CareerSource Broward



Resource Room

Self-directed services such as job-related internet use, résumé building, fax, telephone, and printing are available in our resource rooms.



Training Opportunities

Looking to advance your career? Interested in training for high demand occupations? Whether currently working or actively job seeking—we have programs to help achieve your employment goals. In addition, we partner with local educational institutions for job training assistance.



Career Success Seminars

Résumé building, interview techniques, career pathways, social media, and networking tips are just a few of the invaluable skills you can gain when you attend our workshops—all at no cost to you! Check our monthly Events Calendar for more details.



Employ Florida

The State of Florida's official job board is a great resource to find your next, right job. Here you can create a profile, upload a current résumé, and valuable labor market information. Visit www.employflorida.com to get started.



Employment Services

Visit one of our Career Centers today to conduct online job searches through the Employ Florida or meet with one of our Success Coaches for personalized job search assistance, referrals to employers, and career planning services.



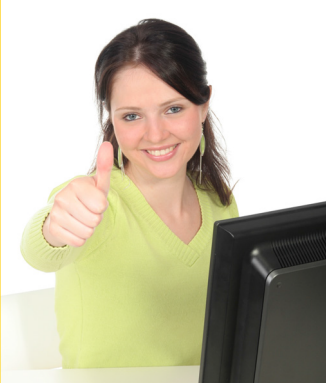
Computer Skills

We have computer classes designed at various skill levels to explore computer basics, Employ Florida website features, and Social Networking opportunities. These classes are listed on our monthly Events Calendar online and in our Career Centers.



Professional Placement Network (PPN)

This is a three day self-directed job search program for professionals. During the workshop you will gain key insights on writing a winning résumé, effective job search techniques, interviewing tips, and more.



eSkill Assessments

These various career assessments will help you find occupations that are compatible with your strengths and suitable for your needs. Specifically, these assessments can be used to:

- 1) match your skills,
- 2) match your interests and work values,
- and 3) match your occupation.

Explore more at our Career Centers.

For more information, visit <http://www.careersourcebroward.com/CareerServices.aspx>

Resources, Programs, and Services



Service for People with Disabilities

Ticket to Work (TTW) is an employment program for SSI/SSDI beneficiaries interested in working. This program provides job training, job placement, and other support services to help people with disabilities reach their full potential.

www.wf1broward.com/JobSeeker/TicketToWorkDisabilityServices.htm



Veteran Services

We have dedicated staff to assist veterans and spouses with employment, counseling, and job career services. Please ask us about veteran "Priority of Service."

www.wf1broward.com/JobSeeker/VeteranServices2.htm



Youth Services

We provide workforce services to young adults between 18 and 21 years of age, living in Broward County. Ask us about our current Youth programs and services.

www.wf1broward.com/YouthServices/home.htm



Federal Bonding

A unique job placement tool that helps ex-offenders, substance abusers, individuals with poor credit records, dishonorably discharged, or lacking work history—anyone who needs a bond to get a job!

Visit your nearest Career Center location for details.



Our Vision

To be the premier workforce agency promoting better jobs and providing quality workers that enhance the quality of life and build a sustainable economy for Broward County.

Our Mission

To provide innovative solutions through the professional delivery of quality services which consistently and effectively meet workforce needs.

We have three Career Centers conveniently located throughout Broward County to better serve you.

CareerSource Broward North

4941 Coconut Creek Pkwy.
Coconut Creek, FL 33063
(954) 969-3541

CareerSource Broward Central

2610 West Oakland Park Blvd.
Oakland Park, FL 33311
(954) 677-5555

CareerSource Broward South

7550 Davie Road Extension
Hollywood, Florida 33024
(954) 967-1010

Center Hours

Monday through Thursday
8:00 a.m. - 6:00 p.m.
Friday
8:00 a.m. - 5:00 p.m.

www.careersourcebroward.com

Center calendars with event details are available at www.wf1broward.com/Workshops/events.htm

Employ Florida

Employ Florida, at www.employflorida.com, is where employers and jobseekers connect. Discover how easy it is to access a complete set of employment tools in one website—all at no cost! Jobseekers and Students can: research careers, education, training programs; create professional résumés and cover letters; conduct job searches; receive automatic notifications of new job matches; and connect to local workforce experts!

Registering

1. To access Employ Florida:
 - a. Enter **www.employflorida.com** into the address bar of your Internet browser.
 - b. In our resource room, click the “Jobs” button which appears on the desktop screen.
2. Click on **“Not registered? Learn how and why.”**
3. Under Option 2 – Create a User Account, click on **“Individual.”**
4. You will be asked to enter a Username and Password. Your Password must be at least 8 characters long and no more than 16 characters long. It must contain at least one letter and one number. No spaces are allowed.
4. Please write down and save your Username and Password. You will need them whenever you access Employ Florida.
5. All questions with a red asterisk (*), and those with arrows, are mandatory, and must be answered. Please read the blue captions to the right of the area you will need to fill in for instructions. If the instructions are not followed, entries will not be saved.

Background

1. Under the **“Quick Menu”** option on the left side of the screen, roll your mouse over where it states **“My Portfolio.”**
2. Click on **“My Individual Profiles.”**
3. Click on **“Personal Profile.”**
4. Click on the **“Background”** tab (the large tan tab, second from the right).
5. Click on **“Start the Background Wizard”** (the blue button).

The Following Areas Are Mandatory Fields And Must Be Filled In

1. Education and Trainings (highest level)
2. Occupational Licenses/Certifications (if you have a current one in Florida)
3. Employment History
4. Ability Summary (a listing of your abilities/job skills)
5. Driver Information (self explanatory)
6. Desired Occupation (Your two top job choices)
7. Salary
8. Desired Job Type

You do NOT need to place references on your resume. They are best submitted on a separate sheet at an interview.

Résumé Builder

1. Under the “Quick Menu” option on the left side of the screen, roll your mouse over where it states: **“My Portfolio.”**
2. Click on **“My Individual Plans.”**
3. Click on **“Employment Plan Profile.”**
4. Click the blue button at the bottom where it states **“Create New Résumé”**
5. Select if you want to have employers see your resume or not
6. Select the resume creation type
7. Name your resume with the type of job you are looking for
8. The wizard will walk you through the rest of the steps

Work/Job Search

Under the **“Quick Menu”** option on the left side of the screen, click Job Search. Follow the instructions

If You Need To Retrieve Your Password

On Employ Florida homepage, on the right side under the login, click on “Forgot User Name and/or Password?” Click on “Retrieve both” and fill out all requested information.

For more information, Employ Florida instructional videos are available at
<http://www.careersourcebroward.com/CareerServices/CareerSearch/CareerSeekerEFMResources.aspx>

How Referrals Work

The CareerSource Broward professionals you see every day work with job seekers, and we have other representatives who work with employers. These employers enter jobs directly into Employ Florida. Employers do this under the condition that we prescreen job seekers before they apply—they want to make sure we are only sending them the most qualified applicants. This saves the employers time because they aren't looking through hundreds of unqualified résumés, and it saves you time because you aren't competing to be noticed against unqualified candidates.

Prescreening means a representative will review your résumé with you and compare it to the job requirements listed for the position. You need to be prescreened for jobs where:

1. The Job ID number is seven digits long and begins with a "9"

AND

2. The Employer Name is Suppressed or Not Available

Once you find a job like this, you'll need to make sure that all four of the following are complete:

1. You must be registered with us on **www.employflorida.com**
2. Your full background must be posted to your **[employflorida.com](http://www.employflorida.com)** profile with a full work history. To access your background, go to the left blue vertical toolbar, click "**My Individual Profile**", then "**Personal Profile.**" Background is the brown tab in the center of the screen.
3. You must have your résumé posted on **www.employflorida.com** with no spelling or format errors.
4. The résumé must reflect that you possess the requirements / qualifications for the posted job

If all four of the above are complete, and you find a job or jobs for which you are qualified on **www.employflorida.com**, write the job ID numbers and your Username down and stop by the office—no appointment necessary. We can review three jobs for you per day. We are open Monday through Thursday, 8:00 a.m. – 7:00 p.m. and on Friday 8:00 a.m. to 5:00 p.m. We are closed on Federal holidays and close at 5:00 p.m. every workday within weeks which have holidays. The longest wait time for referrals is between 11:00 a.m. and 2:00 p.m.

How To File A Claim About Reemployment Assistance (RA)

Go to **www.floridajobs.org/connect** to access the online system to file a RA claim, claim your weeks or access frequently asked questions. The online system is available 24 hours a day and 7 days-a-week. However, the online system is only available to claim weeks Monday - Saturday, 6:30 a.m. to 8:00 p.m. and Sunday, 6:30 a.m. to 6:00 p.m.

Before filing your claim on-line, gather the following information to assist you in completing the application:

1. Your Social Security number
2. The names, addresses, and phone numbers of all your employers during the last 18 months
3. The dates you worked and total earnings from each employer
4. Driver's License, State ID, Voter Registration number or other type of ID that could verify your identity
5. The name and local number of your labor union hall, if applicable
6. If you are not a U.S. citizen, your Alien Registration Number and work permit expiration date
7. Your DD-214 form (if you were in the military within the last 2 years)
8. Form SF-50 or for SF-8 and check stubs or W-2 proof of earnings (if you were a federal employee)

You may call the RA Hotline to speak with an agent anytime from Monday - Friday, 8:00 a.m. to 5:00 p.m. at (800) 204-2418. RA agents can provide information about filing a claim, claiming your weeks or obtaining information about your claim.

In order to qualify for reemployment assistance, you must be able and available to work and are actively looking for full-time employment. This requirement includes five (5) job search contacts a week. Participation in workshops at CareerSource Broward is an acceptable alternative to employer searches.

Submit questions or comments regarding the RA program by accessing the Reemployment Assistance Contact Form online at **www.floridajobs.org/fileaclaim**. All e-mail inquiries will be responded to by a RA agent within 5 business days, either by e-mail or telephone, based on your choice.

Career search links available at **<http://www.careersourcebroward.com/CareerServices.aspx>**

Optimizing Your Résumé

Résumés are important advertisements for an interview. However, few people are résumé savvy—their résumés are often “dead upon arrival,” because of numerous writing, production, and distribution mistakes. Here’s how to incorporate the characteristics of a strong and effective résumé.

The Purpose of Your Résumé

- ✓ It is your sales and marketing tool.
- ✓ It is the answer to why an employer should “hire you.”
- ✓ It forces you to inventory your skills, background, education and accomplishments in a concise manner, using keywords of the specific profession or industry.
- ✓ It prepares you for your interview.
- ✓ It helps you make a favorable impression.

Preparing Your Résumé

- ✓ **Concise is best.** Keep your résumé to one or two pages, plus a cover letter.
- ✓ **Utilize a clean, well designed layout.** Include each of the key categories: experience, skills, and education. Make sure to leave enough white space on the page, but not too much.
- ✓ **Provide important information.** Include telephone, email, and a physical mailing address. Create a work appropriate email address with your name instead of nicknames.
- ✓ **Customize your résumé.** Create a distinct résumé for each application / Industry / position type.
- ✓ **Focus on success.** Identify your accomplishments and outline a pattern of successful work experience.
- ✓ **Leave out personal details.** Do not include hobbies, likes / dislikes, as well as family and health related issues.
- ✓ **Spell check and proofread.** Typos and punctuation errors need to be corrected before sending.
- ✓ **Print on high quality paper.** Keep your résumé clean, free of stains and smudges.
- ✓ **Get attention using Industry Buzz words and keywords.** The sample list below provides powerful words which will strengthen the impact of your résumé.

Developed	Guided	Led	Organized	Inspired
Introduced	Launched	Redesigned	Initiated	Created
Achieved	Secured	Increased	Enhanced	Demonstrated
Accomplished	Implemented	Surpassed	Analyzed	Solved
Reduced	Strengthened	Utilized	Streamlined	Tackled

Writing Your Cover Letter

- ✓ **Keep it brief and concise.** Limit your cover letter to the facts.
- ✓ **Address the correct person.** When a contact name is not available, use “To Whom It May Concern.”
- ✓ **Briefly explain how you heard about the position.** Discuss how you meet their requirements; mention your applicable skills if moving from another industry; describe what you can bring to the company.
- ✓ **Address obvious disqualifiers.** Use your cover letter to discuss items like an out-of-state address, lack of degree, etc.
- ✓ **Finish strong.** End the letter by requesting an interview and express the desire to follow-up.

Need To Polish Up That Résumé?

✓ Résumé Styles ✓ Skill Set Inventory ✓ Keywords ✓ Cover Letter Effectiveness ✓ Multimedia Alternatives

Learn from the pros how to create a winning résumé to land your next interview with the Résumé Workshop. You will learn the different résumé styles, the importance of keywords, and what hiring managers respond to most.

Find the next scheduled Résumé workshop at
<https://ppn.careersourcebroward.com/WorkshopsDefault.aspx>

Functional Résumé

CAROL HARDWORKER

carolhardworker@yahoo.com • www.linkedin.com/in/carolhardworker

106-412 Lake Drive
Lauderdale Lakes, FL 33309

Residence: (954) 555-1234
Cellular: (954) 555.1111

ADMINISTRATIVE ASSISTANT - CUSTOMER SERVICE SPECIALIST

- Dependable and efficient professional, enjoy working with the public and dedicated to high quality customer service.
- Proven track record for working effectively with team members.
- Awarded the "Best Customer Service Associate" for a period of 2 years.

- High Quality Customer Service
- Training New Employees
- Data Entry
- Strong Attention to Detail
- Front Desk, Receptionist Functions
- Inventory Control
- Cash Handling
- Multitask
- Greeting Customers
- Office Procedures
- Organized
- Effective Time Management

CAREER HIGHLIGHTS

- Observed, studied and implemented an entirely new filing system for Laboratory Customer Service servicing all 46 Centers located throughout the country thereby ensuring quick and efficient retrieval of all tests results.
- Screened over 140 clients on a weekly basis for plasma donation.
- Accurately and confidentially recorded customer results; Filed records, charts and department records in accordance with company policy; efficiently tracked office inventory resulting in cost-control purchases.
- Trained new and existing employees; integral in motivating team members.
- Processed multiple cash transactions daily resulting in a balanced drawer.

EXPERIENCE

NORTH AMERICAN BIOPHARMACEUTICALS (NABI), Boca Raton, FL	1999 – 2012
<i>Administrative Assist</i>	<i>Boca Raton, FL</i>
<i>Biomedical Receptionist</i>	<i>Pembroke Pines, FL</i>
<i>Administrative Support</i>	<i>Miami, FL</i>
INPHYNET (Humana Health Care Plans), Miami, FL	1998 – 1999
<i>Medical Records Supervisor</i>	
CAMBRIDGE HEALTHCARE, Indianapolis, IN	1997 – 1998
<i>Medical Records and Unit Secretary</i>	
MED-COR (Nationwide Correspondence), Indianapolis, IN	1996 – 1997
<i>Medical Records Department</i>	
ARBOR OF GREATER INDIANAPOLIS HOSPITAL, Indianapolis, IN	1992 – 1996
<i>Secretary</i>	
VETERAN'S ADMINISTRATION HOSPITAL, Indianapolis, IN	1990 – 1992
<i>Medical Records Department</i>	

EDUCATION

San Antonio Business College (1 year)
West Virginia Tech

A Functional Résumé is best used by individuals with gaps in employment or frequent job changers.

Combination Résumé

JANE OUTSTANDER

5000 NE 62nd Court - #401, Fort Lauderdale, Florida 33308

Telephone: (954) 555-5555 • Email: joutstander5000@yahoo.com • www.linkedin.com/in/janeoutstander

Senior Manager Sales and Marketing

Goal driven, results oriented sales and marketing executive with more than twenty years experience possessing excellent strategic planning, management, P&L responsibility. Proven ability to implement organizational initiatives that consistently increase profitability and reduce operational costs in competitive markets.

Professional Strengths:

- Strategic Planning & Growth
- Key Account Management
- P & L Management
- Trend/Market Analysis
- New Account Growth & Development
- Contract Negotiations
- Proactive Management
- Brand Recognition

Professional Experience:

SENIOR MANAGER, EASTERN U.S. SALES & MARKETING

Fidelity Capital Financial Group - Fidelity Capital Title

2005-2012

Responsible for initiation, planning, timeline management, scheduling, team formation, communications planning, change control and closure. Direction and oversight of regional results - tracking and analysis; revenue reports to determine product trends and effectiveness in multiple markets. Recruited, trained, mentored, and developed sales staff throughout region; managed and evaluated existing sales channels, direct and B2B, and determined effectiveness. Evaluated acquisition and retention plans with the intent to maximize market share. Investigated and implemented new products and methods to improve production and cost savings solutions in operations.

- Increased market penetration by \$3,000,000 annually (37%)
- Built automated title operations for public record information retrieval for financial institutions, attorneys and government agencies.
- Project analysis resulted in approximately \$4,000,000 cost savings to company.
- Reviewed existing IT systems and recommended enhancements and upgrades resulting in a measured revenue and cost savings increase of \$2,800,000.

Spearheaded South Florida sales and operations. Launched problem-solving initiatives; successfully resolved production difficulties; defined and attained measurable goals. Actively identified and captured new accounts. Maximized revenue within existing accounts, exceeding expectations in levels of client satisfaction. Developed annual budget and conducted monthly review of P&L strategies.

- Increased revenue by 21%.
- Successfully negotiated contracts resulting in \$385,000 annual cost savings.
- Implemented quality tracking system that reduced error-rate, improved brand loyalty and added more than \$150,000.00 to the bottom line annually.

SENIOR ACCOUNT EXECUTIVE

WORLDWIDE Information Services - Fort Lauderdale, FL

1990-2005

Charged with creation and deployment of effective sales and marketing strategies; in-depth market research, cold-calling, follow-up, and networking initiatives. Demonstrated excellence in tracking and maintaining key corporate accounts. Analyzed potential areas of market penetration and joint venture opportunities. Created and implemented multi-media advertising, innovative promotional materials and dynamic tradeshow and convention presentations.

- Solely represented over 31% of overall national sales corporate wide, out of eight sales representatives.
- Represented 70% of revenue generated in the state of Florida.
- Achieved 33% increase in market share, building customer base from 6 to 200.
- Proactively participated in all account oversights to ensure total customer satisfaction.

Education:

Florida A&M University, Tallahassee, FL

Bachelor of Science: Major in Architecture

Santa Fe Community College, Gainesville, FL

Associate of Arts

2007 Leadership Program

Fidelity Capital Financial Group

A Combination Résumé is best used by individuals in transition and those who have grown in skills.

Perfecting Your Interview

There is probably no bigger test demonstrating the ability to function professionally and gracefully under pressure than the job interview. Your interview may be with a single person, with different people, or even an interview before a group. You will be judged on appearance, attitude, personality, skills, and how well you respond to questions.

Before The Interview

- ✓ **Do your homework.** Research the company and find out as much information as you can.
- ✓ **Dress for success.** Think about appearance and select clothing that reflects professionalism—and don't forget grooming.
- ✓ **Practice.** Rehearse a verbal résumé. It's a good idea to have a friend role-play a mock interview with you.
- ✓ **Be prepared.** Review your résumé and be ready to answer any and all questions about your résumé. Type a list of references for the interviewer. Having a list of references helps the interviewer take the next step.

During The Interview

- ✓ **Be on time.** Allow yourself ample driving time so that you arrive ten minutes early. for the interview You can use any extra time to check your appearance
- ✓ **Shake hands.** If the interviewer doesn't offer his or her hand, you should offer yours. Make it a firm, confident handshake. Smile and make eye contact.
- ✓ **Use manners.** Wait to be seated and refrain from smoking or chewing gum; avoid one word answers such as "yeah" or "nope" and maintain good eye contact.
- ✓ **Turn off your cell phone.** A ringing phone is disruptive and shows that you haven't planned ahead.
- ✓ **Emphasize your strengths.** When answering questions, sell your abilities without being overzealous. Avoid using jargon or slang; and avoid rambling off topic.
- ✓ **Ask to be considered.** Let the interviewer know you would like the job and state your reasons why.
- ✓ **Establish the next step.** Ask when they expect a decision to be made and when you might be contacted. End on a positive note—smile, shake hands, and thank the interviewer.

After The Interview

- ✓ **Send a thank you note.** This note should be sent immediately.
- ✓ **Call to follow up.** A general rule of thumb is to place a follow up call five to seven days after the interview.

Tough Interview Questions

- ✓ **What made you apply for this job?**
- ✓ **What are your strengths and weaknesses?**
- ✓ **What are your salary expectations?**
- ✓ **Do you have any questions about the job?**

These are all typical questions asked during an interview. Practice your responses. Give reasons why your skills qualify you for the position. Present strengths and weaknesses without bragging. Ask if there is a salary range for the position and then decide what you're willing to accept. Importantly, be prepared to ask questions about the job! You can ask with whom you will work, how your work will be evaluated, and how you can learn more about the job. Never focus on salary or benefits.

Congratulations, You Have An Interview And Need A Few Tips!

- ✓ Company Research ✓ Common Questions ✓ Selling Yourself ✓ Professional Attire ✓ Follow-up Letter

The Interview Workshop will be your best move. Here you will discover the most effective ways to promote yourself and showcase your knowledge in a professional manner to get the results you want. Visit

<http://www.careersourcebroward.com/AboutUs/CalendarofEvents/Calendar> to find available date and time for all workshops.

Find the next scheduled Interview workshop at
<http://www.careersourcebroward.com/AboutUs/CalendarofEvents/Calendar>

Starting Your Own Business

Small Business Administration (SBA)

The SBA has numerous publications on starting business and valuable information to help turn your entrepreneurial dream into a thriving new business; call 800-827-5722 or visit www.sba.gov

MetroBroward Economic Development Corp.

The Entrepreneurial Institute was formed in collaboration with Broward Community College and The South Florida Regional Planning Council. The partnership represents a collective response to the repeated requests from prospective and existing entrepreneurs for a one-stop resource that would provide “real world” and “hands on” advice, coaching, technical assistance and education for starting, growing/funding and maintaining a competitive small business; call 954-587-3755 or visit www.metrobroward.org

Internal Revenue Service

Small Business and Self-Employed Community Website offering Online Classrooms at your own convenience on accurate tax rules and regulations; www.irs.gov/smallbiz

Service Corps of Retired Executives (SCORE)

"Counselors to America's Small Business" provides entrepreneurs with free, confidential face-to-face and online business counseling, workshops and mentoring; call 800-634-0245 or visit www.score.org

Broward College (BC)

Professional Education Curriculum providing a training series for entrepreneurs to set up a business in Florida; call 954-201-7350 or visit www.broward.edu

Small Business Development Center in Broward (SBDC)

Designed to deliver up-to date counseling, training, and technical assistance in all aspects of small business management; call 954-762-5235 or visit www.sbdcfortlauderdale.org

H. Wayne Huizenga School of Business and Entrepreneurship at Nova Southeastern University

This school runs interdisciplinary programs that teach students how to run their own businesses. Students in the program tend to fall into four categories - those who want to be entrepreneurial in a large corporation, those who will one day run a family business, those who want to start a business or those who hope to acquire one; call 800-672-7223 or visit www.huizenga.nova.edu

Broward County Extension Education Division FastTrac New Venture Program

This is ground zero for anyone interested in starting a business. An educational program created by entrepreneurs for entrepreneurs. FastTrac is designed to help you evaluate and perfect your business concept. Taught by seasoned entrepreneurs, FastTrac's hands-on program uses your idea as a case study, giving you an opportunity to “workshop” your venture in a safe and supportive environment; call 954-357-5270 or visit www.broward.org/extension

American Association of Home-based Business

Located at the Small Business Network, this national, non-profit organization is available to support and promote home-based business; call 888-823-2366 or visit www.smallbusinessadvocate.com

National Association for the Self-employed

This association provides access to specialists, resources, and other info to answer questions and to help keep current on legislative matters affecting self-employment; call 800-649-6273 or visit www.nase.org

The Wall Street Journal's Center for Entrepreneurs

This site has several tools and features that you should find useful if you're considering buying or starting a business or franchise; visit www.wsj.com

It is essential to have a business plan and strong support system. Stay determined and passionate!

Notes

Do not think of yourself as unemployed. You are now a professional in career transition.

Notes

You are now a professional salesperson, taking your product, YOU, to the market.

www.careersourcebroward.com

Find us on:



A proud partner of the
 **AmericanJobCenter**
network

CareerSource Broward North

4941 Coconut Creek Pkwy.
Coconut Creek, FL 33063
(954) 969-3541

CareerSource Broward Central

2610 West Oakland Park Blvd.
Oakland Park, FL 33311
(954) 677-5555

CareerSource Broward South

7550 Davie Road Extension
Hollywood, Florida 33024
(954) 967-1010

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.