

**Massachusetts Executive Office of Labor and Workforce Development (EOLWD)**  
**One Stop Career Centers**

- One Stop Career Centers provide a wide variety of free services including:
  - ✓ On-site recruitments & job fairs
  - ✓ Job search assistance
  - ✓ Career counseling
  - ✓ Coaching on job search skills
  - ✓ Information & assistance on training opportunities & grants
  - ✓ Referral to supportive services
  - ✓ Workshops on a variety of topics including:
    - Career Exploration
    - Resumes & Cover Letters
    - Interviewing
    - Computer Training (Microsoft Windows & Office)
    - Internet Job Search/Application
    - Social Networking
    - Salary Negotiation
    - Starting a business
  - ✓ Networking groups
  - ✓ Access to resources including:
    - Computers with resume software and internet access for job search & applications
    - Photocopiers, printers, fax machines, telephones
    - Job lead postings
    - Books and reference materials on resumes, cover letters, interviewing, job search, labor market information, etc.
    - Information on community and economic resources
    - Assistive technology for individuals with disabilities
  - ✓ Unemployment Insurance walk-in services
- Contact information for local One Stop Career Centers:
  - ✓ Employment and Training Resources  
275 Prospect Street  
Norwood, MA 02062  
Phone: (781) 769-4120  
Fax: (781) 551-9648  
<http://www.etrcc.com/>  
[www.twitter.com/etrcc](http://www.twitter.com/etrcc)
  - ✓ CareerWorks  
34 School Street  
Brockton, MA 02301  
Phone: (508) 513-3400  
Fax: (508) 513-3450  
[www.careerworks.org](http://www.careerworks.org)
  - ✓ Listing of all Massachusetts One Stop Career Centers :  
[http://www.mass.gov/Elwd/docs/dcs/2066a\\_508.pdf](http://www.mass.gov/Elwd/docs/dcs/2066a_508.pdf)
- Other EOLWD Services include:
  - ✓ JobQuest (<https://web.detma.org/JobQuest/>)
    - Search large database for jobs
    - Post resumes for employers to see
    - Create a job matching profile to match your skills to job openings
    - Search for events and workshops at One-Stop Career Centers.
    - Locate approved training programs
  - ✓ Massachusetts Career Information System/MassCIS (<http://masscis.intocareers.org/>)
    - Explore career options; learn about common work activities, working conditions, physical demands, skills/abilities/knowledge, preparation, hiring practices, licensing/certification, wages, employment outlook, advancement opportunities, real world interviews from people in the occupation, etc.
    - Learn about yourself/administer self-assessment tests
    - Research education & training opportunities, identify financial aid resources
  - ✓ Division of Unemployment Assistance ([www.mass.gov/dua](http://www.mass.gov/dua))
    - View information on filing initial & weekly claims, federal extensions, hours, requirements, issues, trainings to become re-employed, electronic payment, hearings, help with health insurance, financial assistance programs, etc.