

## Who We Are

Since 1963, Goodwill Industries of Central North Carolina, Inc. has helped individuals with barriers to employment become self-sufficient. We operate retail stores and community resource and career centers to serve Alamance, Caswell, Guilford, Randolph and Rockingham Counties. We accept donated goods, resell those items in our stores, and use the revenue to provide job training. The North Elm Career Center is a new service model opened in April 2011 and has served more than 500 people to date.

**Mission:** Goodwill Industries of Central North Carolina, Inc. promotes the value of work by providing career development services and work opportunities for people with employment needs.

**Vision:** Our vision is to be the recognized leader in helping people develop the work skills necessary to successfully integrate into the competitive labor market.

**Values:** We value work and its accomplishments, our reputation as a trustworthy entity, competence, respect for the independence and intrinsic worth of individuals we serve, and communication with all stakeholder groups.

### Career Readiness Certificate (HRD)

Show employers that you are ready to work for their company. This lab is free to those who are unemployed or underemployed. Orientation will always meet from 9am-1pm on the following dates.

T	1/24	T	4/3
T	2/7	T	4/17
T	2/21	T	5/1
T	3/6	T	5/15
T	3/20	T	5/29

*\*Please call to pre-register for only one CRC orientation. Seating is limited.*

## COMMUNITY WORKSHOPS

*\*Please call to pre-register for workshops. Seating is limited.*

### Job Hunting Strategies

Finding a job can be a full-time job! Learn techniques to help you along the way including details on how to market yourself, how to network, the benefits of working with staffing companies, and other helpful tips to help you succeed in finding employment.

TH	2/2	3 - 5 p.m.	W	4/4	3 - 5 p.m.
TH	3/1	1 - 3 p.m.	W	5/2	3 - 5 p.m.

### Resumes and Applications

Learn the basics on resume preparation and how to complete applications thoroughly. Learn resume formatting, expectations from employers, common resume mistakes, and get general answers to all of your resume questions.

T	1/17	3 - 5 p.m.	W	4/11	3 - 5 p.m.
W	2/8	3 - 5 p.m.	T	5/8	3 - 5 p.m.
T	3/13	3 - 5 p.m.			

### Cover Letters Matter!

The Cover Letter is almost as important as the resume when it comes to applying for jobs. Learn how to create the perfect cover letter to gain the employer's attention, and effectively explain how you will add value to their organization.

TH	1/26	3 - 5 p.m.	W	4/18	3 - 5 p.m.
T	2/14	3 - 5 p.m.	TH	5/16	3 - 5 p.m.
TH	3/22	3 - 5 p.m.			

### Effective Interviewing

Learn interview basics, preparing for the interview, selling yourself in the interview, how to tackle interview questions, and what is appropriate after an interview.

T	1/31	3 - 5 p.m.	T	4/24	3 - 5 p.m.
TH	2/23	3 - 5 p.m.	T	5/22	3 - 5 p.m.
T	3/27	3 - 5 p.m.			

## COMMUNITY REVIEWS

*I came to the Career Center in hopes of finding a job to supplement my retirement income. I had been using the same resume that I had when I first got out of college, so it was in need for an overhaul. The Goodwill Career Center updated my resume and it was great, especially great because it was a free service! Two months later, I got a job with the Guilford County School system as a tutor for grades 3-5. The Career Center has truly been a blessing for me.*

**Career Center Participant**

*"I came to the Career Center because my family happened to have seen it advertised on the news when Goodwill had the grand opening of the new N. Elm Street store. I began visiting the center, and from there established a working relationship with the Career Center Coordinator, as well as the rest of the staff. I received help with my resume, assistance on the computers to learn how to do online job searches, as well as other leads and career counseling that would help establish employment for me. After searching for work for one year, I have successfully obtained a new position and start on July 1, 2011. I would recommend that others visit the center - it is a great place to come to meet new people, get help, and good opportunities can await them by doing so."*

**Career Center Participant**



## Services

### Resume Development

Need to update your resume? We can help with a Certified Resume Writer on staff. Develop a winning resume that will showcase your strengths and experience. Please allow 5-7 business days to process most requests.

### Individual Career Counseling

Career counseling can prepare you to job search, complete applications and interview. If you are not sure what career path to follow, we can help with that, too. Call or visit to make an appointment.

### Computer Resources

Access the Internet (limited to job search), tutorials, a phone to use for job contacts, and printed job leads.

### Workshops

Benefit from several free workshops that offer a small, intimate, group setting to learn techniques to land that perfect job. *Pre-registration required.*

### Other Resources

Fax resumes and applications, browse job-related publications, and learn about other employment tools in the community.

### Hours

Monday–Friday 9 a.m.–5 p.m.

Saturday–Sunday Closed

Closed on Holidays



# We put People to Work.

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of Central North Carolina, Inc.  
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Special programs accredited by  
the Commission on Accreditation of  
Rehabilitation Facilities

NELM3 11/23/11

# North Elm Career Center

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## Spring 2012 Course Schedule

