



# CAREER CENTER

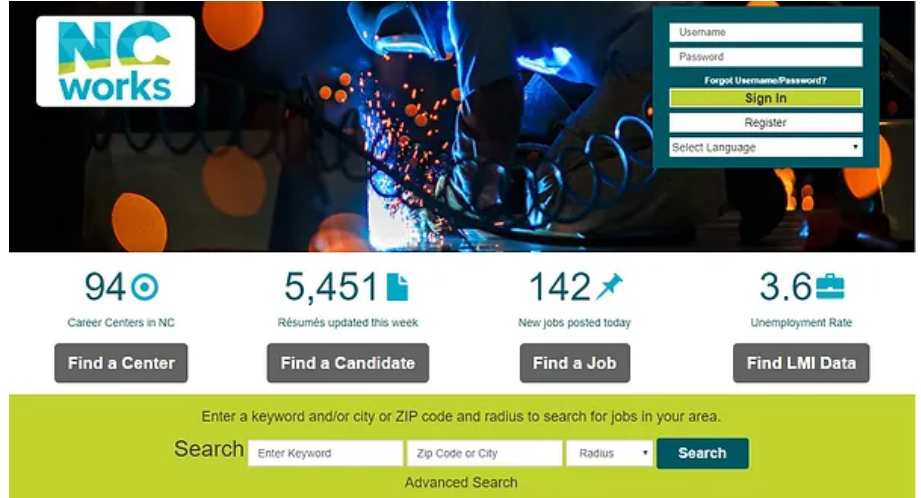
A proud partner of the AmericanJobCenter® network

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[NCWorks Online](#) is a powerful online job seeker/workforce services system designed for job seekers, students, case managers, employers, training providers, workforce professionals, and others seeking benefits and services.

The system provides fast access to a complete set of employment tools in one web site. Surveys have proven that users find it convenient and very useful.

Use your mouse to point and click your way through the online services. This system is designed to be comfortable for everyone, even the person who has little computer experience.



## FOR JOB SEEKERS

- Use a professional format to create and send resumes and cover letters to employers.
- Assess your job skills, set goals, and research training providers.
- Review available jobs and apply online.
- Set up a Virtual Recruiter search agent to automatically review job postings and notify you of jobs that match your skills.
- Learn about services and benefits for which you may be eligible.
- Research regional labor market information, such as salaries.

## FOR EMPLOYERS

- Define skills and post job orders to find potential candidates.
- Research labor market information on salaries and economic data.
- Set up a Virtual Recruiter search agent to automatically find candidates within the system that match the job skills of the job order.
- Communicate with job seekers, case managers, training providers, and others within the system email and message center.

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