



# Maricopa County Human Services Department

## News Release

**Workforce Development**  
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## **FOR IMMEDIATE RELEASE**

### **Are You Ready?**

What do you do when you encounter an individual who has a position available in your career field and you don't have a pen to jot down your number? Give that person your personalized calling card! It not only conveys your sincere interest in securing a new position, but also conveys your professionalism and preparedness. It can also advertise your skills and talents!

Perforated business card sheets can be purchased from an office products store, and printed on your home computer. Type your name, address, contact number(s) and e-mail address on one side of the business card. On the back side, use bullet points to list your key qualifications (1-4 words) or a specific occupation. If seeking a position that requires certifications or software skills, list them.

Use your personalized calling card as you would a company business card. Be sure to have a supply of cards with you at all times. You never know when you will encounter someone who is hiring. Networking, even at the grocery store, may lead to that 'dream' job!

If you learn of a job opening today, are you prepared to submit your resume and cover letter? If you aren't prepared, the Maricopa Workforce Connections Career Center is staffed with professionals ready to assist you in your job search. In the East Valley, the MWC Career Center is located at 735 N. Gilbert Road in Gilbert (SE corner of Guadalupe and Gilbert Roads). For information: (480) 497-0350 or [www.maricopaworkforceconnection.com](http://www.maricopaworkforceconnection.com).

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