



**massDOT**  
Massachusetts Department of Transportation



Massachusetts Bay  
Transportation Authority

BUILDING AND CONSTRUCTION  
TRADES COUNCIL  
OF THE METROPOLITAN DISTRICT

# CAREER AND BUSINESS DEVELOPMENT INFORMATION FAIR

Friday, April 27, 2012  
9:00 A.M. to 4:00 P.M.

Register at: [MassDOTCareerandBusinessFair.eventbrite.com](http://MassDOTCareerandBusinessFair.eventbrite.com)

**TOUCH**  
The FABRIC of the BLACK Community  
**106.1FM**  
[www.touch106.1fm.org](http://www.touch106.1fm.org)



At the Salvation Army  
Ray and Joan Kroc Corps Community Center  
650 Dudley Street, Boston

In Collaboration with:

Carlos Henriquez  
State Representative  
5<sup>th</sup> Suffolk District

Martin J. Walsh  
State Representative  
13<sup>th</sup> Suffolk District

Tito Jackson  
City Councillor  
District 7

# INFORMATION FAIR WORKSHOPS

## CAREER WORKSHOPS:

- **Cover Letter & Resume Writing Skills**  
In this workshop you will learn strategies to assure that your resume gets reviewed, and it starts with a compelling cover letter. You will learn methods to highlight your knowledge, skills and abilities in your resume which may be written in a functional and/or chronological format.
- **Interviewing Skills**  
In this workshop you will learn strategies about how to successfully answer interview questions. You will also learn how to prepare for an interview, what to do during the interview, and what to do after the interview.
- **MassDOT/MBTA Careers**  
The goal of the workshop is to give attendees a greater understanding of the application process, to make the process more accessible, and encourage attendees to apply for future vacancies.
- **Building and Construction Trades Council Careers**  
This workshop will discuss the roles of various trades (plumbing, electrical, laboring, etc.); how one gets into a union apprenticeship; expectations the unions have of their members and members have of their unions; and a general overview of the construction industry

## BUSINESS WORKSHOPS:

- **Doing Business with MassDOT**  
This workshop will provide business owners with information about contracting and subcontracting opportunities with MassDOT. The objective is to learn about different types of business opportunities and the steps required to become an eligible vendor and to bid on contracts. This workshop covers a wide range of programs including design/engineering, construction and goods/services.
- **Doing Business with MBTA**  
This workshop will provide a general overview of the MBTA's professional services, construction, and materials (goods and services) processes as well as DBE program requirements for bidding and contracting with the Authority. The objective is to assist small business owners to expand business potential by providing information on how to qualify for business contracting opportunities.
- **Technical Assistance**  
Capacity Building for M/W/SBEs: Key Factors in Scaling your Business. Small business owners will begin to distinguish the key factors signaling a business is ready for growth, discuss actions they can take to improve organizational performance and overcome common risks, and understand the advantages of working with MassDOT as well as partnering with organizations to leverage talents.