**Dear Vocational Rehabilitation Client,**

**I am writing to let you know of a new, accessible career research and job search tool called “Career Index Plus.” It is web-based and can be accessed at** [**https://www.thecareerindex.com**](https://www.thecareerindex.com)**. Once you go to that website, a simple registration process is required. From that point, the tool can be used to research careers of interest to you, learn about the occupational outlook for that type of career, and access current job openings in that job title. Searches can be broadened or narrowed by zip code and job title. There is even an accessible vocational interest inventory that you can use to identify careers that may interest you.**

**Your assigned Vocational Rehabilitation Counselor has been trained in how to use this exciting new resource to better assist you in the career exploration process and to further our job placement efforts in partnership with your job seeking activities. Additionally, Julie McLean, Rehabilitation Teacher, is available to provide training on how to use the features of Career Index Plus. Julie can be reached at (860) 602-4023 or by email at** **julie.mclean@ct.gov****. If you do not have access to a computer, Ms. McLean can work with you over the telephone to access the features of Career Index Plus.**

**Career Index Plus offers a new, fully accessible and exciting opportunity to explore careers and find employers who are hiring for the positions that interest you. We hope you find this information useful. In the event this letter has reached you in error and you are not interested in Vocational Rehabilitation Program services, please contact me at (860) 602-4031 or by email at** **jonathan.richmond@ct.gov** **so that we will be aware of your preference.**

**Sincerely yours,**

**Jonathan Richmond**

**Jonathan Richmond**

**Vocational Rehabilitation Counseling Coordinator**