

Job Search Assistance Workshops

These free workshops will help you to improve your job search by teaching you the tools and techniques for finding and getting your perfect job!

JOB-SEARCH AND NETWORKING

Looking for a job requires lots of organization and careful planning. You'll learn everything you'll need to know to plan your job-search, including setting goals, organizing, and managing your time. We'll also discuss networking, which is the strategy that many job-seekers use to find their next job. Networking is an amazing tool to help uncover job leads and learn more about career fields.

RESUME WRITING AND COVER LETTERS

Your resume and cover letters are your personal sales tools to market your qualifications to prospective employers. Learn the key ingredients to a well-written resume and cover letter and how to make yours stand out among the competition.

INTERVIEWING SKILLS

Get the job you want by learning how to sell your skills and accomplishments to potential employers during the interview process. You'll learn about the different types of interviews and how to respond to frequently asked and difficult to answer questions. This session will cover everything you need to know about interviewing, from preparation and planning to what questions to ask and how to follow up after the interview.

JOB-SEARCH MARATHON

We've packaged all of the job search essentials in one action-packed 4 hour session! You'll learn how to organize and conduct a job search, how to network, create a personal infomercial, write a winning resume and cover letter, and the keys to a successful interview, plus more!

New Workshop! SOCIAL NETWORKING AND YOUR JOB-SEARCH

To be successful in today's highly competitive job market you need to incorporate social networking tools into your search. Whether you are a novice social networker or a proficient user looking to maximize your effectiveness, you'll learn practical techniques for using LinkedIn, Facebook, and Twitter to help find your next position. We'll also explore how you can enhance your professional online image.