



# Workforce Solutions

## Free Job Search Skills Seminars presented by Workforce Solutions

**Tuesdays from 1-3pm (No registration)**

### **Evaluating Your Skills - Job Search Plan**

**May 1st**

Most job seekers can't describe their skills! Learn to effectively communicate your marketable skills to employers, research labor market opportunities, and develop a job search plan with daily schedules and goals. **Brand Name You!**

### **Creating Resumes, Completing Applications, and Writing Cover Letters**

**May 15th**

Get noticed! Learn how to develop professional applications, resumes, references, cover letters, and thank you letters that make the most impact with employers and demonstrate you are the right person for the job. No registration required. Just come.

### **Making Connections**

**May 29th**

80% of jobs do not get advertised! Learn techniques to access the "hidden" job market, leverage social media (Facebook, Twitter, LinkedIn), and make effective phone calls.

### **Landing that First Job**

**June 12th**

Youth learn to build experience that can launch their future careers.

### **Interviewing**

**June 26th**

The interview is where jobs are won or lost! Learn steps to help you make a great first impression, appropriately respond to questions, and effectively follow-up to improve your chances of getting an offer.