



# Workforce Solutions

## Free Job Search Skills Seminars presented by Workforce Solutions

at Friendswood Public Library  
No registration required. Just come.

### 2018

#### **Making Connections**

**Tuesday, January 9 from 1pm to 3pm**

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.

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

**Tuesday, January 23 from 1pm to 3pm**

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.

#### **Interviewing**

**Tuesday, February 6 from 1pm to 3pm**

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.

#### **Managing Stress, Time, and Finances**

**Tuesday, February 20th from 1 -3pm**

Losing a job can make you feel like you've lost control of your life! Learn to take control of the things you can (stress, time, and finances) to help build resilience. Free and open to the public. No registration.