

Mon	Tue	Wed	Thu	Fri
				1
4	5	6 9:30-11:30 Resource Room Assistance	7	8 9:30-11:30 Resource Room Assistance
11	12	13 9:30-11:30 Resource Room Assistance	14	15 9:30-11:30 Resource Room Assistance
18	9:30-2:00 19 Career Assessments	9:30-2:00 20 Resumes & Cover Letters	9:30-2:00 21 Interviews	22
25	26	27	28	

This group of workshops builds on each other to give a complete over-view of the job search process

Preparing for job search Workshops:

- **Career Assessment** to clearly identify your skills, strengths & careers that match. Career assessments to help identify ideas and choices you may not have considered before, through to how to successfully job search, apply & interview
- **Success Strategies** use your time management, goal setting, & planning skills to plan the future you want. Use self marketing techniques & the hidden job market to achieve your dreams

Tools for Job Search:

Creating resumes & cover letters that sell you to potential employers & successful interviewing.

E-applications

How to submit applications online, via email, Indeed.

Computer Training & Assessment

- Assessments of your computer strengths & identify areas that may need attention. Two assessment general computer skills & using Word for Work