

## Job Hunter Workshop Series

Walk-Ins Are Welcome! No Registration Required!

### ★ Module 2: Skills and Abilities

Learn new ways to identify your skills and abilities and how to market them to potential employers by creating a 60-second commercial.

### ★ Module 3: Job Search Strategies

Find jobs by looking at job search in a different way. Learn (hands on) how the Internet can expand your job search.

### ★ Module 4: Perfecting Applications

Get organized, stay focused and accomplish your goals! Learn effective methods for filling out employment applications – both on paper and online.

### ★ Module 5: Resumes & Cover Letters

Learn what makes a good resume and how it can set you apart from the competition. Computer lab time to create or refine resume and hints about posting your resume online or submitting it via e-mail. **(Suggestion: Take Skills & Abilities first)**

### ★ Module 6: Interviewing Techniques

Are certain interview questions hard for you? Do you have trouble telling an employer why you are the best candidate? Are there events in your employment or personal history that might raise red flags with potential employers? Join us for a comprehensive workshop that will cover this and much more! There will be plenty of time for practice, answers to questions.

**(Suggestion: Take Skills & Abilities first & Please dress for an interview)**

★ Indicates classes that count as a valid job contact for Unemployment Insurance Job Search.

You may count the class only **ONE** time.

### Job Corps Orientation

2<sup>nd</sup> & 4<sup>th</sup> Thursday of each month

No sign up - Walk Ins welcome. (16 yrs to 21 yrs)

11:00 a.m. – 12:00 noon

Job Corp Interviews 9 a.m. to 11 a.m.

By appointment only on workshop days

### Job Search Opportunities

Job leads, resources and support for job seekers.

Use the WorkSource Resource Room to stay focused on your job search activities.

### Workforce Investment Act (WIA)

#### Eligibility Sessions

WIA can help you with career assessments, enhanced job search activities, support services or even tuition assistance for short term or long term training. Come see if you are eligible!

### Assessments:

#### **CHOICES**

Try this self-paced computer-based skills and interest assessment to improve your knowledge and identify the skills you have to sell to prospective employers. To get started, ask at the Help Desk.

### Career Assessment:

**Available on the internet off site or in the Resource Room**

**JobFit** -- A comprehensive profile of your strengths and preferred work environment. JobFit matches you to careers you would enjoy (allow for 1.5 to 2-hours). To get started, ask at the Help Desk.

### Enrichment:

#### **SkillSoft**

Gain some new skills with this great program and get certificates at the completion of each course. SkillSoft on-line classes available on the internet off site or in the Resource Room. Orientation every Monday. To get started, ask at the Help Desk.

### Division of Vocational Rehabilitation:

If you have a disability that makes it difficult for you to get or keep a job, and you want to work, DVR can help. If you want more information about DVR, please join us!

### Dependable Strengths:

Dependable Strengths is a free workshop open to community members and TANF recipients. It is based on the simple idea that all people have many skills and strengths they can tap into that can be used to help them move forward, both personally and professionally. There is a pre-work packet that takes between 2 and 4 hours. The workshop itself runs 4 hours a day for 4 days.

For More Information about  
WorkSource Services please call  
360-577-2250 or visit our website at  
[www.go2worksource.com](http://www.go2worksource.com)