

December 2009



There will be no workshops the week of Dec. 21 – 25th and office is closed December 25th, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>**Skills & Abilities</u> RM 5 8:30 – 11:30</p>		<p><u>**Interviewing</u> RM 5 8:30 – 11:30</p>	<p><u>**Resume I & Cover Letters</u> RM 5 8:30 – 11:30 (Bring Work History to build resume)</p>	<p><u>**Resume Lab Self Paced & Staff Review</u> RM 2 8:30 – 10:30 (Bring resume on Floppy Disk or Jump Drive)</p>
<p><u>Introduction to Computers</u> RM 2 1:00 – 3:30</p>	<p><u>**Resume I & Cover Letters</u> RM 5 1:00 – 4:00 (Bring Work History to build resume)</p>	<p><u>**Resume Lab Self paced & Staff Review</u> Rm 2 1:00 – 3:30 (Bring resume on Floppy Disk or Jump Drive)</p>		<p><u>**Applications</u> RM 4 1:00 – 3:00 (Dec 11th Only)</p>

See Back of Calendar for Class descriptions. **Please be prompt for Workshops.**

START YOUR JOB SEARCH AT: www.go2worksource.com

Computers available Monday thru Friday 7am – 5:30 pm