

Job Hunter Workshop Series

No pre-registration necessary!

5411 E Mill Plain Blvd, Ste 15
Vancouver, WA 98661 ■ 360-735-5010

**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.
**Perfecting Applications
Get organized, stay focused and accomplish your goals! Learn effective methods for filling out employment applications – both on paper and online.
**Resume I & Cover Letters
Learn what makes a good resume and how it can set you apart from the competition. Bring in your work history to use during computer lab time to create a core resume. Leave with a resume on disk. (Suggestion: Take Skills & Abilities first)
**Resume Lab
Open computer lab with assistance to improve or target your resume for a specific job or industry. Bring your master resume in on a floppy disk, jump drive or in your e-mail and job announcement/job description.
**Interviewing Techniques
Are certain interview questions hard for you? Do you have trouble tooting your own horn? Are there events in your employment or personal history that might raise red flags with potential employers? Do interviews just plain make you nervous? Join us for a comprehensive workshop that will cover this and much more! (Suggestion: Take Skills & Abilities first & Please dress for an interview)
** Indicates classes that count as a valid job contact for U.I. You may count the class only ONE time.

Workforce Investment Act (WIA)

WIA can help you with career assessments, enhanced job search activities, support services or even tuition assistance for short term or long term training. Talk to an employment specialist for more information.

Computer Basics:

Are you new to using a computer? Learn the basics of computer usage so that you can improve your job search, access the internet or set up a free e-mail account. You will get hands-on experience in our computer lab

Career Assessment – (Available on the internet off site or at WorkSource computers)

JobFit -- A comprehensive profile of your strengths and preferred work environment and matches you to careers you would enjoy (allow for 1.5 to 2-hours)

Additional Orientations:

www.TourWorkSource.com offers a streamlined video orientation to WorkSource services and products. This website catalog is a great place to start or return to at any time for information about WorkSource Services and programs.

Job Corps Orientation

Every Wednesday 3:00pm to 5:00pm
No sign up-Walk ins welcomed. (16yrs to 21yrs)