

Workshops

2017

MARCH

RESUME 101— PART 1

Friday(s), March 03 and 24, 2017 10 AM
March 10, 2017 2 PM

The purpose of the resume is to get the interview...are YOU getting the interview? Learn about the right resumes and cover letters for YOU to stand out! Obtain the tools that empower YOU to write, update or complete your resume.

RESUME 101— PART 2

Friday, March 24, 2017 2 PM

Hands-on opportunity to complete your new resume on our work source computers, with assistance from workshop instructors.

**Note: Participants MUST take Resume 101—Part 1 before taking this workshop. Be sure to bring a flash drive or have an email address.*

INTERVIEWING SKILLS

Friday(s), March 10 & 17, 2017 10 AM
March 03, 2017 2 PM

Prepare for the interview! Learn how to answer most common interview questions.

JOB SEARCH TECHNIQUES

Friday, March 17, 2017 2 PM

VERDUGO JOBS CENTER

1255 South Central Ave.

Glendale, CA 91204

818-409-0441

Workshops

March

2017

Calendar At—A—Glance

S	M	T	W	TH	F	SAT
			1.	2.	3. Resume 101-Part 1 10 AM Interviewing Skills 2 PM	4.
5.	6.	7.	8.	9.	10. Interviewing Skills 10 AM Resume 101-Part 1 2 PM	11.
12.	13.	14.	15.	16.	17. Interviewing Skills 10 AM Job Search 2 PM	18.
19.	20.	21.	22.	23.	24. Resume 101-Part 1 10 AM Resume 101-Part 2* 2 PM	25.
26.	27.	28.	29.	30.	31. OFFICE CLOSED	

The workshops offered at the Verdugo Jobs Center only require that participants be registered on Caljobs: www.caljobs.ca.gov .

To sign-up for a workshop please call: 818-409-0441.

The Verdugo Jobs Center is a proud partner of...

America's Job Center
of CaliforniaSM

This WIOA financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

TTY 818-409-7236.