

**Workshops**

**JUNE 2017**

**RESUME 101— PART 1**

Friday(s), June 02, 23 & 30, 2017    10 AM  
June 09, 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, June 30, 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), June 09 & 16, 2017                    10 AM  
June 02 & 23, 2017                                2 PM

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

**JOB SEARCH TECHNIQUES**

Friday, June 16, 2017                                    2 PM

Best practices to find employment.

**VERDUGO JOBS CENTER**

**1255 South Central Ave.**

**Glendale, CA 91204**

**818-409-0441**

# Workshops

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# 2017

## Calendar At—A—Glance

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

The workshops offered at the Verdugo Jobs Center only require that participants be registered on Caljobs: [www.caljobs.ca.gov](http://www.caljobs.ca.gov) .

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



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.