

# Workshops

# August

# 2017

## RESUME 101— PART 1

Friday(s), August 04 and 25, 2017      10 AM  
August 11, 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.

## INTERVIEWING SKILLS

Friday(s), August 11 & 18, 2017      10 AM  
August 04 & 25, 2017                      2 PM

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

## JOB SEARCH TECHNIQUES

Friday, August 18, 2017                      2 PM

Best practices to find employment.

**VERDUGO JOBS CENTER**

**1255 South Central Ave.**

**Glendale, CA 91204**

**818-409-0441**

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## Calendar At—A—Glance

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

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...

America's Job Center  
of California<sup>SM</sup>

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.