

Workshops October 2017

RESUME 101— PART 1

Friday(s), September 08, 22 & 29, 2017 10 AM
September 15, 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, September 29, 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), September 15, 2017 10 AM
September 08, 2017 2 PM

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

JOB SEARCH TECHNIQUES

Friday, September 22, 2017 2 PM

VERDUGO JOBS CENTER

1255 South Central Ave.

Glendale, CA 91204

818-409-0441



Monday	Tuesday	Wednesday	Thursday	Friday
2 10:00am Orientation	3	4	5	6 9:00 am Tech Job Fair Prep 10:00am Resume 101 Part 1 2:00pm Interview Skills
9 10:00am Orientation	10	11	12 TECH JOB FAIR	13 9:00 am Tech Job Fair Prep 10:00 am Interview Skills 2:00 pm Resume 101 Part 1
16 10:00 am Orientation	17	18	19	20 9:00 am Tech Job air Prep 10:00 am Resume 101 Part 1 2:00 pm Job Search Technique
23 10 :00 am Orientation	24	25	26	27 9:00 am Tech Job Fair Prep 10:00 am Resume 101-Part 1 2:00 pm Interview Skills
30 10:00 am Orientation	31			



Tech Job Fair
at the Glendale Central Library

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.