



JANUARY

2018

Workshops

RESUME 101— PART 1

Friday(s), January 12 and 26, 2018 10

AM

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, January 26, 2018 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), January 19, 2018 10 AM
January 12, 2018 2 PM

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

JOB SEARCH TECHNIQUES

Friday, January 19, 2018 2 PM

Best practices to find employment.


VERDUGO JOBS CENTER
1255 SOUTH CENTRAL AVE.
GLENDALE, CA 91204
818-409-0441

Workshops



2018

Calendar At—A—Glance

S	M	T	W	TH	F	SAT
	1. 	2.	3.	4.	5. NO WORKSHOPS	6.
7.	8.	9.	10.	11.	12. Resume 101-Part 1 10 AM Interviewing Skills 2 PM	13.
14.	15. OFFICE CLOSED	16.	17.	18.	19. Interviewing Skills 10 AM Job Search 2 PM	20.
21.	22.	23.	24.	25.	26. Resume 101-Part 1 10 AM Resume 101-Part 2* 2 PM	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 .

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

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.