

# Workshops

# May

# 2018

## RESUME/COVER LETTER

Friday(s), May 04 & 18, 2018

10 AM

May 11, 2018

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), May 11, 2018

10 AM

May 04, 2018

2 PM

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

## JOB SEARCH TECHNIQUES

Friday, May 18, 2018

2 PM

Best practices to find employment.

## VJC ORIENTATION

Monday(s), May 07, 14 & 21, 2018

10 AM

The Verdugo Jobs Center offers free programs to help you get trained, find employment and retain your job! Attend an orientation for more details.

**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. Resume/Cover Letter 10 AM Interviewing Skills 2 PM	5.
6.	7. Orientation 10 AM	8.	9.	10.	11. Interviewing Skills 10 AM Resume/Cover Letter 2 PM	12.
13. 	14. Orientation 10 AM	15.	16.	17.	18. Resume/Cover Letter 10 AM Job Search 2 PM	19.
20.	21. Orientation 10 AM	22.	23.	24.	25.  NO WORKSHOPS	26.
27.	28.  OFFICE  CLOSED	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) .**

**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 818-548-3857.**