

REV IT UP!

Re-envision and revise your job hunting and personal presentation skills.

Whether you are here for a refresher class or training for a new career you are taking a step in the right direction. WorkSource counselor, Sue Sharer, will present topics to help you prepare reenter today's competitive employment market.

On your mark!

Session 1: Finding your job market

- Identify employers that use your skills
- Looking beyond Monster.com
- Learn to find your network and use it

When: April 12th 3:00 to 4:30 pm

Where: Building 19, Room 107

Session 2: Prepare to promote yourself

- Self assessment of your skills, abilities and personality
- Finding your transferrable skills
- Identifying employment challenges and developing strategies

When: April 26th 3:00 to 4:30 pm

Where: Building 19, Room 107

Get set!

Session 3: Preparing your resume and cover letter/email

- Creating the right resume for you
- Writing an effective cover letter/email
- Transmitting your documents

When: March 29th 3:00 to 4:30 pm

Where: Building 19, Room 107

Go!

Session 4: Interviewing today

- Learn how to present your strengths and be prepared for the tough questions
- Phases of an interview
- Behavioral Interviewing

When: May 10th 3:00 to 4:30 pm

Where: Building 19, Room 107

Contact WorkSource Representative **Sue Sharer** for more information:

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Redefine Education