

# Job Search Workshops

Attend one of our workshops and brush up on your job search skills! The Workforce Services Division of Will County offers workshops to assist job seekers in searching for a job. All workshops are held on the 4<sup>th</sup> floor of the JJC City Center Campus building at 214 N. Ottawa Street in Joliet and are offered at no cost to Will County residents.

Reserve your seat today by calling 815-727-4444 ext. 101 or email: [rsefcik@willcountyillinois.com](mailto:rsefcik@willcountyillinois.com)

## July 2011

Monday	Tuesday	Wednesday	Thursday	Friday
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4 HOLIDAY	5 IL workNet/O*NET 10:30 – 11:30 a.m.	6 Career Assessment 2:00 – 3:00 p.m.	7 Computer Lab 3:00 – 4:00 p.m.	8
11 Computer Lab 10:30 – 11:30 a.m.	12 Interviewing 10:30 – 11:30 a.m.	13 Job Search 2:00 – 3:00 p.m.	14 Resume 10:30 – 11:30 a.m. Computer Lab 3:00 – 4:00 p.m.	15
18 Computer Lab 10:30 – 11:30 a.m.	19 Career Assessment 10:30 – 11:30 a.m.	20 Social Media 2:00 – 3:00 p.m.	21 Computer Lab 3:00 – 4:00 p.m.	22
25 Computer Lab 10:30 – 11:30 a.m.	26 IL workNet/O*NET 2:00 – 3:00 p.m.	27 Job Search 10:30 – 11:30 a.m.	28 Interviewing 10:30 – 11:30 a.m. Computer Lab 3:00 – 4:00 p.m.	29

### Workshop Details

#### Resume

Learn the basics of creating a competitive resume. Individual resume review appointments are available upon request.

#### Interviewing

Have you interviewed lately? Did you feel prepared? Learn how to prepare for a job interview so you will be confident and ready to make a positive impression. Individual, digitally-recorded mock interviews are available upon request.

#### Job Search

A review of basic job search techniques, including using the Internet and networking to enhance your job search is featured in this workshop.

#### Career Assessment

Laid-off and don't know what you'd like to do next? Attend this workshop and find out how to determine which careers best suit your skills, abilities and interests.

#### Using Illinois workNet and O\*NET

Learn how to use Illinois workNet and O\*NET websites to look for jobs online, research careers and identify high demand jobs and wages.

#### Social Media Basics

Using LinkedIn and other social media tools can be powerful in your job search. This workshop is designed to learn the basics and is designed for **new** social media users. You must have an active email address and knowledge of Microsoft Office and the internet.

#### Computer Lab

Open computer lab to learn/practice basic keyboarding, how to use a mouse, etc. to assist in your job search. Walk-ins welcome.



## Workforce Services Division of Will County

214 N. Ottawa St. Joliet, IL 60432  
815.727.4444 [www.jobs4people.org](http://www.jobs4people.org)



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE