

Resume Instruction

An effective resume will sell your skills and abilities to the extent that a potential employer will want to know more about **you**. Its major purpose is to get you the interview. Topics covered in this class will include how to format and develop an effective resume, how to use a resume, how to formulate professional accomplishment statements, and resume Do's and Don'ts.

Resume Writing Lab (*Limited to participants in Resume I Workshop*)

Learn how to use the computer to write and format your resume in WinWay Resume (a program to assist you in developing your resume), or learn how to format your resume in Microsoft Word. Once you have mastered your resume in the computer, you will be able to make changes and updates very easily in order to continuously keep your resume updated.

Computer Basics

Most of Job Search is computerized these days. In order for you to best use available technology, we have added a computer class for beginners. You will learn the basics, such as: using the mouse, cutting and pasting, saving, printing, etc. This class will be invaluable to you as an introduction to computers!

Career Assessment and Exploration (using AZCIS)

Arizona Career Information Systems provides career exploration tools using the AZCIS website to assess your skills, interests, and values and to sort occupations. Included also are linkages to training and education, wage trends, outlook, job banks, etc. This class will give you valuable information in your career development and job search.

Interview Techniques

The interview is the most dreaded of all job search activities. Preparation for the interview will increase confidence and can mean the difference between getting hired or not. You will learn how to formulate personal, positive responses to typical tough interview questions and you will understand how to sway the interview process in your favor.

Job Club/Where the Jobs Are

This is for *anyone* who is seeking employment. Each week a different aspect of the job search is reviewed and discussed. Job Club provides peer support and a comfortable networking environment. Participants will learn what's hot and what's not in the job market, hear about local job opportunities and have an opportunity to network with a Business Account Coordinator (who works directly with local employers).

Job Search in the 21st Century

This class will address such vital job search issues as: internet search engines and search tips; electronic job search by company, location, job title, occupation, and industry clusters; how to set up and send e-mail; sending a resume via the internet; converting a resume to a scannable format; electronic online applications; electronic networking; job search websites; employer research for company overview and statistics, etc.

Boomers & Beyond Job Club

This is for anyone who is a Boomer or beyond and seeking employment. This networking club is designed to address issues that are specific to the mature worker population in an environment of comfort, support, and encouragement.