



Workforce Solutions Job Search Seminars

***Thursdays – 1:00 p.m. to 3:00 p.m.
Job Search Seminars – Room 432***

Starting in July these sessions will be held the 2nd and 4th Thursdays of every month, except where noted due to holidays or other scheduling conflicts.

- July 8 Evaluate Your Skills & Develop a Plan
- July 22 Creating a Resume / Completing the Application
- August 12 Networking, & Creating References, Cover and Thank You Letters
- August 26 Rebranding your Skills
- September 9 Interviewing
- September 23 Evaluate Your Skills & Develop a Plan

Following each of the above sessions the Workforce Solutions facilitator will be available to meet with clients in our computer lab regarding their resumes, working with the Workforce Solution's www.workintexas.com website or other related job search activities.

The facilitator will help provide the tools to aid you in your search for your next new job.

**Northwest Assistance Ministries
15555 Kuykendahl Rd
Houston, TX 77090
281-885-4555**

Seating is limited, but walk-ins will be allowed if space is available. To reserve your seat or for more information for one of these **FREE** classes, please call the NAM Rotary Learning Center at 281-885-4616.

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (voice) or 711

1-888-469-JOBS (5627)
www.wrksolutions.com

Workforce Solutions



Workforce Solutions Job Search Seminars

- **Creating a Resume / Completing the Application**

You may have the skills the employer is looking for and never get to the interview if your resume does not highlight those skills. Develop a professional resume that will match your skills and experience to the job and employer you are looking for. Most employers will ask you to complete an employment application, even if you have a great resume. Learn how to complete an application for employment thoroughly, accurately, and neatly.

- **Evaluate Your Skills & Develop a Plan**

Over 80% of job applicants can't describe their skills! Can you? This seminar will help you determine your marketable skills, learn to effectively communicate your skills and identify your employment priorities. What is your plan to find your next job? Are you getting the results you want? This seminar will help you identify effective ways to look for a job, create a daily job search schedule, and develop goals for your job search.

- **Interviewing**

Get advice on effective interviewing techniques, respond appropriately to common interview questions, and negotiate salary and benefits for your new job. The Interview is where jobs are won or lost. Ensure that your chances of getting the job offer are high!

- **Rebranding your Skills**

Expand your job search prospects by rebranding your skills. This workshop will teach you to identify the skills you have gained in the past and present them in a way that catches the attention of employers that can move you to a new job or even a new industry.

- **Networking**

Networking is not limited to who you know, it's learning how to find out about jobs that are not advertised and how to get your foot in the door. Learn to develop a list of contacts that can help you and create a marketing profile to promote your skills and abilities.

- **Creating References, Cover and Thank You Letters**

Learn how to create a job reference page, a professional cover letter to accompany your resume, and to write a thank you letter to employers with whom you've interviewed.

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