

# Job Search Workshop

What previous participants have said about the Job Search Workshop....

*"I wish I had gone to the workshop 3 months ago, I feel like I have wasted 3 months of job search sending out bad resumes and wasting my time searching on-line."*

*"I was surprised to learn so much that I didn't know about looking for a job that was important. The presentation defined and promoted the reality of clear objectives in the job search in addition to avoiding the pot holes"*

*"I went to the workshop feeling like I was worthless and had nothing to offer an employer. I left feeling energized, with goals of what I need to do and a plan of attack."*

*"The workshop gave me the confidence boost I needed."*

*"I had my last job for 15 years and had no idea how 'out of touch' I really was."*

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## **Topics Covered**

**Organizing Your Job Search** – Lost your job, now where do you start? What you should know, what resources you need to pull together for an organized search, and what you should do to get the job you want!

**Resume/Cover Letter Writing** – Resumes have changed. If your resume is over 4 years old it is probably out of date. Do you have the current format that employers are looking for? We will help you to update your resume or to start putting one together from scratch

**Interviewing** – What are the 15 different interview types? What are the most common questions and how do you answer them? What do employers expect from you during an interview and after the interview? How can you tell if your interview went well It is not always the most qualified person who gets the job but the one who is the most prepared.

**Using the Internet, Job Fairs, Employment Agencies** – The Pros and Cons of using these different job search methods, what screen you in and out, and how to use them more effectively.

**Networking / Cold Calling** – How did you find your last job? Most people found their last job through people they knew. Learn to use this technique purposefully in your job search to tap into the hidden job market.

**Dealing With Job Loss** - Angry? Frustrated? Depressed? Experiencing self doubt? Learn how to deal with some of these issues that may be holding you back in your job search.

**Skills Identification** – You have skills... but can you explain what they are to an employer AND give examples? Learn which skills employers' value, what skills you have, and how to talk about them.

**Applications** – Many applications are designed to screen you out! Do you know the common mistakes people make in filling out an application? What is the first section most employers look at? We will walk you through applications and talk about associated issues such as drug testing and written tests that an employer may require as well as NYS and Federal protections

**To SIGN-UP** for the Workshop, please call The Office of Workforce Development at **243-7047**  
**Register early, this is a FREE workshop and space fills up quickly.**

### **Upcoming Dates**

#### **2011**

December 7, 8 & 9

#### **2012**

January 4, 5 & 6

February 1, 2 & 3

March 7, 8 & 9

April 4, 5 & 6

May 2, 3 & 4

June 6, 7 & 8

July 11, 12 & 13

August 1, 2 & 3

September 5, 6 & 7

October 3, 4 & 5

November 7, 8 & 9

All dates are Wednesday to Friday

#### **Time**

9:30 am - 3:30 pm

with an 1-hour break for lunch and morning/afternoon breaks

#### **Location**

Gypsy Lane, Hampton Corners  
Emergency Management Training Facility  
(see map below)

