

JOB SEARCH WORKSHOPS

**BUILD THE SKILLS YOU
NEED TO FIND A JOB, AND
THE CONFIDENCE TO GET IT.**



December 2018

Central Library

89-11 Merrick Boulevard
Jamaica | 718.990.8625

IDENTIFYING YOUR WORK SKILLS

Wednesday, December 5 | 10 am

In this competitive job market, it is vitally important to know your work skills and market those skills to potential employers during a job search. This workshop will explain the benefits of knowing your work skills and how to identify them.

CREATING IMPACTFUL RESUMES

Wednesday, December 12 | 10 am

Make your resume the best it can be. This workshop provides insight into what resume reviewers look for, types of resumes, what to include and exclude, and tips for making your resume stronger.

MOCK INTERVIEWS

Thursdays | 10 am, 11 am, 1pm, and 2 pm

In these one-on-one practice sessions, you will learn how to prepare for an interview, successfully deal with difficult questions, and follow up properly after the interview. You must preregister for a one-on-one session.



MISTAKE FREE COVER LETTERS Thursday, December 13 | 10 am

The cover letters workshop teaches the most important aspects of cover letter writing, defines the different types of cover letters, and prepares participants to write and customize cover letters for their job applications.

INTRO TO JOB INTERVIEWS Wednesday, December 19 | 9:30 am

So, you have landed an interview for a wonderful job... now what? It takes practice to perfect your interviewing skills. In this workshop, you will learn how to prepare for your interview, successfully deal with difficult questions and follow up properly afterwards.

SALARY NEGOTIATIONS Thursday, December 20 | 10 am

Have you been offered a new job? If so, do you know the best way to conduct salary negotiations? Before you start negotiating with a prospective employer about salaries, you need to find out how much you and the job are worth. Learn how to negotiate salaries in this workshop! Preregister at 718.990.8625.



Flushing

41-17 Main Street
Flushing, NY
718.661.1205



IDENTIFYING YOUR WORK SKILLS

Monday, December 3 | 10:30 am

In this competitive job market, it is vitally important to know your work skills and market those skills to potential employers during a job search. This workshop will explain the benefits of knowing your work skills and how to identify them.

CREATING IMPACTFUL RESUMES

Monday, December 10 | 10:30 am

Make your resume the best it can be. This workshop provides insight into what resume reviewers look for, types of resumes, what to include and exclude, and tips for making your resume stronger.

MISTAKE-FREE COVER LETTERS

Monday, December 17 | 10:30 am

The cover letters workshop teaches the most important aspects of cover letter writing, defines the different types of cover letters, and prepares participants to write and customize cover letters for their job applications

PROFESSIONAL ETIQUETTE

Friday, December 21 | 10:30 am

This workshop covers a variety of topics such as professional conduct and attitudes, business communication, suitable apparel, and maintaining an appropriate work environment.



**Job and Business Academy
89-11 Merrick Boulevard, Jamaica
718.990.8625**

**Preregistration is required.
For more information go to
jobmap.queenslibrary.org.**