

JOB SEARCH WORKSHOPS

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



March 2019

****Consortium for Workers' Education (CWE) classes. Completion of CWE classes earns customers a certificate and qualifies customers for job placement services. Please see a JBA staff member for more information.**

Central Library

**89-11 Merrick Boulevard
Jamaica | 718.990.8625**

IDENTIFYING YOUR WORK SKILLS

Wednesday, March 6 | 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, March 13 | 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, 1 pm, 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

Wednesday March 20 @ 9:30am
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, March 27 | 10 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.

NETWORKING

Thursday, March 28 | 10 am
Networking is the development of professional relationships. In today's competitive job market, it is also one of the best ways to find a job. Through networking, you can exchange information with others about job opportunities, interesting organizations, or up-and-coming industries. Learn about the basics of networking and improve your job search techniques at this workshop!



Flushing

41-17 Main Street
Flushing | 718.661.1205

IDENTIFYING YOUR WORK SKILLS

Monday, March 4 | 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, March 11 | 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, March 18 | 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.

INTRO TO JOB INTERVIEWS

Monday, March 25 | 10:30 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.



Long Island City

37-44 21st Street
Long Island City | 718.990.8625

CWE REGISTRATION**

Monday, March 4 | 4 pm

Register for the Job Readiness and Computer Training Program which provides workshops and one-on-one assistance for job seekers.

IDENTIFYING YOUR WORK SKILLS **

Monday, March 11 | 4 pm

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, March 18 | 4 pm

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, March 25 | 4 pm

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.





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

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