

# JOB SEARCH WORKSHOPS

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



**May 2017**

### **Central Library**

**89-11 Merrick Boulevard  
Jamaica, 718-990-8625**

#### **MOCK INTERVIEWS**

**Wednesdays | 2 pm and 3 pm  
Thursdays | 10 am, 11 am, 12 pm, 1 pm, 2 pm, and 3 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.

#### **JUMPSTART YOUR JOB SEARCH: MOTIVATING MONDAYS**

**Mondays, May 1 & 15 | 10 am**

Are you looking for work? Not sure how to start? Unsure where you should go from here? Come to Motivating Mondays, a customer lead job search group. Join your fellow job seekers for advice, useful tips, job search techniques, and networking. Looking for a job is one of the most stressful things we have to do, but you don't have to do it alone.

#### **RESUMES**

**Monday, May 1 | 5 pm \*  
Wednesday, May 3 | 10 am**

In this workshop you will learn what resume reviewers look for, how to select the best resume format, how to avoid common resume mistakes, how to properly type and format your resume in Microsoft Word, and how to send your resume to potential employers.



#### **PERSONAL BRANDING ONLINE**

**Tuesday, May 2 | 1:30 pm**

In this workshop, find out how to monitor your online reputation, use social media while job-seeking, and create a strong LinkedIn profile. Basic computer skills and a familiarity with the Internet are required.

#### **SALARY NEGOTIATION**

**Friday, May 5 | 10 am**

Learn how to identify how much your work is worth, talk about salary requirements during the interview process, and how to respond to a job offer, including salary and benefits.

#### **COVER LETTERS**

**Monday, May 8 | 5 pm\*  
Wednesday, May 10 | 10 am**

In this workshop you will learn what cover letters are and why they're necessary, the do's and don'ts of cover letter writing, how to write different types of cover letters, and how to properly type, format, and send your cover letter to potential employers.

***JOB SKILLS IDENTIFICATION\****

**Tuesday, May 9 | 1:30 pm**

**Monday, May 22 | 10 am**

In this workshop you will learn how to define and categorize job skills, identify your own job skills, understand the difference between job skills and job duties, market your job skills, and become aware of the most sought-after job skills.

***DIGGING FOR JOB LEADS***

**Friday, May 12 | 10 am**

Are your resume and cover letters ready? How do you search for jobs? What are the most effective ways to find open jobs? Participants will learn traditional and creative ways to find jobs, network for job leads, and use online tools to find job leads.

***ONLINE JOB APPLICATIONS***

**Monday, May 15 | 5 pm\***

**Friday, May 26 | 10 am**

Online job applications have become the standard for applying to many jobs and they can be difficult to navigate if you're not prepared. Participants will learn: how to prepare information to make online applications easier; common online application sections; how to get noticed and how to avoid rejection!



***MISTAKE FREE INTERVIEWING***

**Wednesday, May 17 | 10 am**

So, you've 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***

**Friday, May 19 | 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!

***RESUME KEYWORDS & ACCOMPLISHMENT STATEMENTS***

**Tuesday, May 23 | 1:30 pm**

Finding a job is a game of words, so wouldn't it be a good idea to discover the words employers want to see in resumes and online applications? This class will show you how to identify your career accomplishments and will teach you how to create a keyword career vocabulary using five resources.

### **JOB SEARCH STRATEGIES FOR THE MATURE WORKER**

**Wednesday, May 24 | 10 am**

Mature workers can face a struggle when it comes to searching for and obtaining employment. This class will define the mature worker, describe obstacles such workers may face, and explain how and where to search for jobs.

### **ONLINE JOB SEARCHING WITH INDEED.COM**

**Thursday, May 25 | 10 am**

As the world's #1 job site, with over 200 million unique visitors every month, Indeed.com helps companies of all sizes hire the best talent and offers the best opportunity for job seekers to get hired. In this workshop learn how use Indeed, upload your resume and apply for various positions on this database. It is strongly recommended to have an electronic copy of your resume in your email or USB Flash on hand for the workshop.



## **Flushing**

**41-17 Main Street  
718-661-1205**

### **LINKEDIN FOR JOB SEARCH**

**Tuesday, May 2 | 12:30 pm**  
LinkedIn is a social networking website that allows you to manage your professional identity, build and engage with your professional network, and access knowledge, insights, and opportunities. In this workshop you will learn how to use LinkedIn to look for employment, network, and keep up with colleagues.

### **RESUME**

**Wednesday, May 3 | 10 am**

Make your resume the best it can be in this workshop! Participants will learn about types of resumes, how to get started, what to include and not include, and tips for making a resume stronger.

### **RESUME KEYWORDS AND ACCOMPLISHMENT STATEMENTS**

**Wednesday, May 10 | 10 am**

Finding a job is a game of words, so wouldn't it be a good idea to discover the words employers want to see in resumes and online applications? This class will show you how to identify your career accomplishments and will teach you how to create a keyword career vocabulary using five resources.



## Arverne

312 Beach 54 Street  
718-634-4784

### **JOB SKILLS IDENTIFICATION**

**Mondays, May 1 & 15 | 12 pm**

**Thursday, May 25 | 12 pm**

In this workshop you will learn how to define and categorize job skills, identify your own job skills, understand the difference between job skills and job duties, market your job skills, and become aware of the most sought-after job skills.

### **RESUME BUILDING**

**Thursdays, May 4 & 18 | 12 pm**

In this workshop you will learn what resume reviewers look for, how to select the best resume format, how to avoid common resume mistakes, how to properly type and format your resume in Microsoft Word, and how to send your resume to potential employers.

### **INTERVIEW PREPARATION**

**Thursdays, May 4 & 18 | 2 pm**

Preparation and practice make perfect when it comes to job interviews. In this two-part workshop, participants will learn: different types of interviews, how to prepare for your interview, different interview techniques and common questions, how to successfully respond to difficult questions, and how to follow up properly after the interview.

### **COVER LETTER**

**Wednesday, May 17 | 1:30 pm**

Are you ready to apply for jobs? Does your cover letter stand out from the crowd? Make your cover letter the best that they can be in this workshop! Participants will learn: how to get started; what to include and not include; tips for making your cover letter stronger.

### **JOB SKILLS IDENTIFICATION**

**Wednesday, May 24 | 10 am**

In this competitive job market, it is vitally important not only to know your job skills, but to be able to market those skills to potential employers during a job search. This workshop will explain the benefits of knowing your job related skills and how to identify them.



### **JOB SEARCH STRATEGIES** Mondays, May 8 & 22 | 12 pm

Beginning a job search can be overwhelming. Prepare yourself for success! In this workshop you will learn about general and career-specific websites, how to find and apply for jobs online, create an account at a major job-search website, post your resume online, and email your resume.

### **COVER LETTER** Mondays, May 8 & 22 | 1 pm

Are you ready to apply for jobs? Does your cover letter stand out from the crowd? Make it the best possible by learning how to get started, what to include and not include, and tips for making it stronger.

### **ONLINE JOB APPLICATIONS** Mondays, May 8 & 22 | 2 pm

Online job applications have become the standard for applying to many jobs and they can be difficult to navigate if you're not prepared. Participants will learn: how to prepare information to make online applications easier; common online application sections; how to get noticed and how to avoid rejection! The Employment Counselor will be available for individual assistance after class.

### **SECURITY GUARD** **INFORMATION SESSION**

Thursday, May 11 | 12 pm or 1:30 pm

Queens Library is offering 8-hour (pre-assignment) and 16-hour (on-the-job training) Security Guard classes. Find out more information at the Information Session.

### **Astoria\***

**14-01 Astoria Boulevard**  
**Long Island City, 718-278-2220**

### **RESUMES PT. 2** Monday, May 1 | 12 pm

In this workshop you will learn what resume reviewers look for, how to select the best resume format, how to avoid common resume mistakes, how to properly type and format your resume in Microsoft Word, and how to send your resume to potential employers.

### **COVER LETTER** Monday, May 8 | 12 pm

Are you ready to apply for jobs? Does your cover letter stand out from the crowd? Make it the best possible by learning how to get started, what to include and not include, and tips for making it stronger.

**ONLINE JOB APPLICATIONS****Monday, May 15 | 12 pm**

Online job applications have become the standard for applying to many jobs and they can be difficult to navigate if you're not prepared. Participants will learn: how to prepare information to make online applications easier; common online application sections; how to get noticed and how to avoid rejection! The Employment Counselor will be available for individual assistance after class.

**Broadway\***

**4020 Broadway  
Long Island City, 718-721-2462**

**RESUMES PT. 2****Monday, May 1 | 12 pm**

In this workshop you will learn what resume reviewers look for, how to select the best resume format, how to avoid common resume mistakes, how to properly type and format your resume in Microsoft Word, and how to send your resume to potential employers.

**COVER LETTER****Monday, May 8 | 12 pm**

Are you ready to apply for jobs? Does your cover letter stand out from the crowd? Make it the best possible by learning how to get started, what to include and not include, and tips for making it stronger.

**ONLINE JOB APPLICATIONS****Monday, May 15 | 12 pm**

Online job applications have become the standard for applying to many jobs and they can be difficult to navigate if you're not prepared. Participants will learn: how to prepare information to make online applications easier; common online application sections; how to get noticed and how to avoid rejection! The Employment Counselor will be available for individual assistance after class.

**Laurelton\***

**134-26 225th Street  
718-528-2822**

**RESUMES PT. 2****Tuesday, May 2 | 1 pm**

In this workshop you will learn what resume reviewers look for, how to select the best resume format, how to avoid common resume mistakes, how to properly type and format your resume in Microsoft Word, and how to send your resume to potential employers.

**COVER LETTER****Tuesday, May 9 | 1 pm**

Are you ready to apply for jobs? Does your cover letter stand out from the crowd? Make it the best possible by learning how to get started, what to include and not include, and tips for making it stronger.



### **ONLINE JOB APPLICATIONS** Tuesday, May 16 | 1 pm

Online job applications have become the standard for applying to many jobs and they can be difficult to navigate if you're not prepared. Participants will learn: how to prepare information to make online applications easier; common online application sections; how to get noticed and how to avoid rejection! The Employment Counselor will be available for individual assistance after class.

### **DIGGING FOR JOB LEADS** Tuesday, May 30 | 1 pm

Are your resume and cover letters ready? How do you search for jobs? What are the most effective ways to find open jobs? Participants will learn traditional and creative ways to find jobs, how to network for job leads, and how to use online tools to find job leads.

**Lefrak\***  
98-30 57th Avenue  
Corona, 718-592-7677

### **RESUMES PT. 2** Wednesday, May 3 | 10 am

In this workshop you will learn what resume reviewers look for, how to select the best resume format, how to avoid common resume mistakes, how to properly type and format your resume in Microsoft Word, and how to send your resume to potential employers.

### **COVER LETTER** Wednesday, May 10 | 10 am

Are you ready to apply for jobs? Does your cover letter stand out from the crowd? Make it the best possible by learning how to get started, what to include and not include, and tips for making it stronger.







## Long Island City

37-44 21 Street  
718-752-3700

### **JOB SKILLS IDENTIFICATION** Tuesdays, May 9 & 30 | 2:30 pm

In this workshop you will learn how to define and categorize job skills, identify your own job skills, understand the difference between job skills and job duties, market your job skills, and become aware of the most sought-after job skills.

### **RESUME BUILDING** Thursday, May 11 | 12:30 pm Tuesday, May 23 | 12:30 pm

In this workshop you will learn what resume reviewers look for, how to select the best resume format, how to avoid common resume mistakes, how to properly type and format your resume in Microsoft Word, and how to send your resume to potential employers.

### **ONLINE JOB APPLICATIONS** Wednesday, May 17 | 10 am

Online job applications have become the standard for applying to many jobs and they can be difficult to navigate if you're not prepared. Participants will learn: how to prepare information to make online applications easier; common online application sections; how to get noticed and how to avoid rejection! The Employment Counselor will be available for individual assistance after class.

### **DIGGING FOR JOB LEADS** Wednesday, May 31 | 10 am

Are your resume and cover letters ready? How do you search for jobs? What are the most effective ways to find open jobs? Participants will learn traditional and creative ways to find jobs, how to network for job leads, and how to use online tools to find job leads.





### **INTERVIEW PREPARATION** Thursday, May 11 | 2 pm

Preparation and practice make perfect when it comes to job interviews. In this two-part workshop, participants will learn: different types of interviews, how to prepare for your interview, different interview techniques and common questions, how to successfully respond to difficult questions, and how to follow up properly after the interview.

### **JOB SEARCH STRATEGIES** Tuesday, May 16 | 2:30 pm

Beginning a job search can be overwhelming. Prepare yourself for success! In this workshop you will learn about general and career-specific websites, how to find and apply for jobs online, create an account at a major job-search website, post your resume online, and email your resume.

### **COVER LETTER**

Tuesday, May 16 | 3:30 pm

Are you ready to apply for jobs? Does your cover letter stand out from the crowd? Make it the best possible by learning how to get started, what to include and not include, and tips for making it stronger.

### **ONLINE JOB APPLICATIONS**

Tuesday, May 16 | 4:30 pm

Online job applications have become the standard for applying to many jobs and they can be difficult to navigate if you're not prepared. Participants will learn: how to prepare information to make online applications easier; common online application sections; how to get noticed and how to avoid rejection! The Employment Counselor will be available for individual assistance after class.



**Ridgewood\***

20-12 Madison Street  
718-821-4770

**RESUMES PT. 2**

Tuesday, May 2 | 10 am

In this workshop you will learn what resume reviewers look for, how to select the best resume format, how to avoid common resume mistakes, how to properly type and format your resume in Microsoft Word, and how to send your resume to potential employers.

**COVER LETTER**

Tuesday, May 9 | 10 am

Are you ready to apply for jobs? Does your cover letter stand out from the crowd? Make it the best possible by learning how to get started, what to include and not include, and tips for making it stronger.

**ONLINE JOB APPLICATIONS**

Tuesday, May 16 | 10 am

Online job applications have become the standard for applying to many jobs and they can be difficult to navigate if you're not prepared. Participants will learn: how to prepare information to make online applications easier; common online application sections; how to get noticed and how to avoid rejection! The Employment Counselor will be available for individual assistance after class.

**DIGGING FOR JOB LEADS**

Tuesday, May 30 | 10 am

Are your resume and cover letters ready? How do you search for jobs? What are the most effective ways to find open jobs? Participants will learn traditional and creative ways to find jobs, how to network for job leads, and how to use online tools to find job leads.



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



**Job and Business Academy  
89-11 Merrick Boulevard, Jamaica  
718-990-8625**

**Preregistration is required.  
For more information go to  
[jobmap.queenslibrary.org](http://jobmap.queenslibrary.org).**