JOB SEARCH WORKSHOPS

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

November 2017
RESUMES
Wednesday, November 1 | 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.

JUMPSTART YOUR JOB SEARCH: MOTIVATING MONDAYS
Monday November 6, 20 | 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

MOCK INTERVIEWS
Wednesdays | 2 pm and 3 pm
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

IDENTIFYING YOUR WORK SKILLS
Tuesday, November 7 | 1:30 pm
Monday, November 27 | 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 by employers.

NETWORKING
Friday, November 3 | 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!

RESUMES
Wednesday November 8 | 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.

JOB SEARCH STRATEGIES FOR PERSONS WITH DISABILITIES
Monday, November 13 | 10 am
Individuals with disabilities often face many challenges, both internal and external, during a job search. In this workshop you will learn how to explain your disability to employers and co-workers and identify the most common fears employers have regarding hiring job seekers with disabilities.

KEYWORDS & ACCOMPLISHMENT STATEMENTS
Tuesday, November 14 | 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 more.

COVER LETTER
Monday, November 13 | 5 pm*
Wednesday, November 15 | 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.
**SALARY NEGOTIATIONS**  
Friday, November 17 | 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!

**MISTAKE FREE INTERVIEWING**  
Wednesday, November 22 | 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.

**ONLINE JOB APPLICATION**  
Monday November 20 | 5 pm*  
Tuesday, November 21 | 1:30 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 and how to get noticed and how to avoid rejection!

**DIGGING FOR JOB LEADS**  
Monday November 27 | 5pm*  
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.

**JOB SEARCH STRATEGIES FOR THE MATURE WORKER**  
Wednesday, November 29 | 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.

**INTERVIEW PREPARATION**  
Wednesday, November 29 | 5pm*  
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 after the interview.

**JOB SKILLS IDENTIFICATION**  
Wednesday, November 1 | 10:30 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.

**BUILDING RESUMES**  
Tuesday, November 7 | 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.

**COVER LETTER**  
Tuesday, November 7 | 1pm*  
Wednesday, November 8 | 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  
Wednesday, November 1, 22 | 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.

INTERVIEW PREPARATION  
Monday, November 6, 27 | 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 after the interview.

WRITING RESUMES  
Monday, November 6 | 11am  
Whether you are new to the workforce or have been a professional for years, keeping an up-to-date resume is important! In this class, you will learn layouts and formatting skills to make your resume stand out above the rest.

BUILDING RESUMES  
Wednesday, November 1, 22 | 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.

JOB SEARCH STRATEGIES  
Wednesday, November 8 | 11 am  
Beginning a job search can be overwhelming. Prepare yourself for success! In this workshop you will learn about general and career-specific websites and how to find and apply for jobs online safely, create an account at a major job search website, post your resume online, and email a resume.

ONLINE JOB APPLICATIONS  
Tuesday November 14 | 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 and how to get noticed and how to avoid rejection!

PROFESSIONAL ETIQUETTE  
Monday, November 20 | 10 am  
This workshop covers a variety of topics such as professional conduct and attitudes, business communication, suitable apparel, and maintaining an appropriate work environment.

DIGGING FOR JOB LEADS  
Tuesday November 21 | 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.

INTERVIEW PREPARATION  
Tuesday, November 28 | 1 pm*  
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 after the interview.

Queensbridge  
10-43 41st Avenue  
718-990-8625

RESUME WORKSHOP  
Monday, November 13, @ 5:15 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
Wednesday November 8 | 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.

ONLINE JOB APPLICATIONS
Wednesday November 15 | 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 and how to get noticed and how to avoid rejection!

DIGGING FOR JOB LEADS
Wednesday November 29 | 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.

INTERVIEWING PREPARATION
Thursday, November 30 | 3 pm
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.

COVER LETTER
Tuesday November 14 | 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.

ONLINE JOB APPLICATIONS
Monday November 20 | 5 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 and how to get noticed and how to avoid rejection!
DIGGING FOR JOB LEADS
Monday November 27 | 5 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.

INTERVIEWING PREPARATION
Thursday, November 30 | 5 pm *
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.

Broadway
40-20 Broadway, Long Island City
718-721-2462

COVER LETTER
Monday November 13 | 12 pm*
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

ONLINE JOB APPLICATIONS
Monday November 20 | 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 and how to get noticed and how to avoid rejection!

DIGGING FOR JOB LEADS
Monday November 27 | 12 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.

INTERVIEWING PREPARATION
Wednesday, November 29 | 12pm*
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.

Long Island City
37-44 21st Street Long Island City
718-752-3700

PROFESSIONAL ETIQUETTE
Tuesday, November 7 | 2:30 pm
This workshop covers a variety of topics such as professional conduct and attitudes, business communication, suitable apparel, and maintaining an appropriate work environment.

INTERVIEW PREPARATION
Tuesday, November 14 | 2:30 pm
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 after the interview.

COVER LETTER
Thursday  November 2, 16 | 12:30 pm
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
Thursday, November 9 | 12:30 pm
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
BUILDING RESUMES
Thursday, November 9 | 2:30 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.

WRITING RESUMES
Tuesday, November 14 | 3:30 pm
Whether you are new to the workforce or have been a professional for years, keeping an up-to-date resume is important! In this class, you will learn layouts and formatting skills to make your resume stand out above the rest.

JOB SEARCH STRATEGIES
Thursday, November 2, 16 | 1:30 pm
Beginning a job search can be overwhelming. Prepare yourself for success! In this workshop you will learn about general and career-specific websites and how to find and apply for jobs online safely, create an account at a major job search website, post your resume online, and email a resume.

COVER LETTER
Thursday, November 9 | 3pm
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
Thursday, November 2 | 2 pm
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.

INTERVIEW PREPARATION
Monday, November 6 | 2pm
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 after the interview.

Peninsula
92-25 Rockaway Beach Boulevard,
Rockaway Beach
718-634-1110

WRITING RESUMES
Monday, November 6 | 3 pm
Whether you are new to the workforce or have been a professional for years, keeping an up-to-date resume is important! In this class, you will learn layouts and formatting skills to make your resume stand out above the rest.

*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.