

# Job Seeking Skills Workshops

December 2016



Register for reserved seating. Walk-ins welcome.

★ **Tooele Employment Center**  
305 N. Main Street • Tooele

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
<b>RESUMÉ WRITING:</b>	
Dec 8	1:00 PM–3:30 PM
<b>INTERVIEWING SKILLS:</b>	
Dec 14	1:00 PM–3:30 PM
<b>*LINKEDIN #1:</b>	
Dec 15	1:00 PM–3:30 PM

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**LINKEDIN #1:** Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

*\*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov) 

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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