



PLEASE REGISTER IN ADVANCE
 Contact Sue Fleming at 269-686-5079 x4162
 or sfleming@westmiworks.org

ALLEGAN COUNTY JUNE 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 Computer Literacy Open Lab 8am-5pm
4 Resume Makeover 1-3pm Cover Letter Writing 3:30-4pm	5 Career Exploration 1:30-3:30pm	6 Job Search Techniques 2:30-3:30pm	7	8 Computer Literacy Open Lab 8am-5pm
11 Introduction to Interviewing 1-3pm	12 Career Exploration 1:30-3:30pm	13 Job Search Techniques 2:30-3:30pm	14	15 Computer Literacy Open Lab 8am-5pm
18 Resume Makeover 1-3pm Cover Letter Writing 3:30-4pm	19 Career Exploration 1:30-3:30pm	20 Job Search Techniques 2:30-3:30pm	21	22 Computer Literacy Open Lab 8am-5pm
25 Introduction to Interviewing 1-3pm	26 Career Exploration 1:30-3:30pm	27 Job Search Techniques 2:30-3:30pm	28	29 Computer Literacy Open Lab 8am-5pm

westmiworks.org

West Michigan Works! in **Allegan County** is located at: 3255 122nd Ave, Suite 101, Allegan, MI 49010



WORKSHOP DETAILS

Employment training workshops are offered at West Michigan Works! Service Centers. Workshops focus on skills related to employment and/or training and are open to the public at no charge. All workshops are one hour unless otherwise noted.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

RESUME MAKEOVER (2 hr):

Learn the content and proper format of a resume. Participants will have the opportunity to apply this knowledge to their own resume at the end of the session.

COVER LETTER WRITING (30 min):

Create a good first impression with an effective cover letter! Learn layout and format guidelines as well as content suggestions.

INTRODUCTION TO INTERVIEWING (2 hr):

Update yourself with tips for successful interviewing in today's world. Learn all the steps in the process of interviewing, tips on how to prepare yourself, and how to make a positive first impression.

COMPUTER LITERACY:

Intimidated by computers? Unfamiliar with how to use email or the internet? Learn basic computing needs and make your computer time more productive and enjoyable at computer literacy. **Walk-ins welcome at this open lab workshop!**

CAREER EXPLORATION (2 hr):

Your future starts now! Learn about yourself and the world of work by identifying and exploring highly satisfying careers.

JOB SEARCH TECHNIQUES:

Whether you are looking for your first job, or it's been a few years since you last looked for employment, this is the workshop for you!

A Pure Michigan Talent Connect profile must be completed before attending workshops: mitalent.org

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