



DON'T FORGET! You can register online:
jobs.westmiworks.org/calendar

MUSKEGON COUNTY
JUNE 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6 VETERANS JOB CLUB 10am-12pm	7 Job Search Techniques 10am Introduction to Interviewing 11-11:30am Cover Letter Writing 11:30am-12pm	8
11	12	13 Resume Makeover 9-11am Career Exploration 2-4pm	14 Computer Literacy 9-11am Job Search Techniques 10am Introduction to Interviewing 11-11:30am Cover Letter Writing 11:30am-12pm	15
18	19	20 Career Exploration 9-11am VETERANS JOB CLUB 10am-12pm Resume Makeover 2-4pm	21 Job Search Techniques 10am Introduction to Interviewing 11-11:30am Cover Letter Writing 11:30am-12pm	22
25	26 Computer Literacy 10am-12pm	27 Resume Makeover 10am-12pm Career Exploration 1-3pm	28 Job Search Techniques 10am Introduction to Interviewing 11-11:30am Cover Letter Writing 11:30am-12pm	29 <i>westmiworks.org</i>

West Michigan Works! in **Muskegon County** is located at: 316 Morris Avenue, Suite 300, Muskegon, MI 49440



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

JOB SEARCH TECHNIQUES:

Whether you're looking for your first job, or it's been a few years since you last looked for employment, this is the workshop for you! Find out what employers want to see on a resume, get tips on the best way to showcase your skills and experience and learn techniques on how to properly apply for a position in today's job market.

INTRODUCTION TO INTERVIEWING (30 min):

Do you have an upcoming interview but not sure what to expect? Curious about what questions you might be asked, how to prepare or what questions you should ask that potential employer? This workshop can help build confidence and better prepare you in selling yourself to that potential employer.

COVER LETTER WRITING(30 min):

Cover letters are an important part of the job search. Learn why you need one, who to address it to and what to include. Compliment your resume with a cover letter and enhance your chances of landing a job!

COMPUTER LITERACY (2 hours):

Intimidated by computers? Unfamiliar with how to use email or the internet? If you are a beginner when it comes to using a computer, this two-hour open lab covers basic computer needs. We utilize GCFLearnFree.org to assist in this self directed workshop.

***RESUME MAKEOVER (2 hours):**

Take your resume to the next level! This two-hour open lab is designed for individuals interested in improving their existing resume. Staff will be on-hand throughout the class offering tips and suggestions on how to make your resume stand out.

*Individuals must have an existing resume to attend this class. It is highly recommended to have your resume in a digital format (mitalent, flash drive, email) for access during the workshop.

CAREER EXPLORATION (2 hours):

Learn how to explore Interests, labor market information and training providers to assist you in choosing the right career for you!

VETERANS JOB CLUB:

1st & 3rd Wednesday of the Month | 10am-12pm
No Appointment Necessary

A collaboration of veteran community resources to connect veterans to resources and improve employment networking.

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

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