



PLEASE REGISTER IN ADVANCE
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 or sfleming@westmiworks.org

ALLEGAN COUNTY
MAY 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Career Exploration 1:30-3:30pm	2 Job Search Techniques 2:30-3:30pm	3	4 Computer Literacy 8am-5pm
7 Introduction to Interviewing 1-3pm	8 Career Exploration 1:30-3:30pm	9 Job Search Techniques 2:30-3:30pm	10	11
14 Resume Makeover 1-3pm Cover Letter Writing 3:30-4pm	15 Career Exploration 1:30-3:30pm	16 Job Search Techniques 2:30-3:30pm	17	18
21 Introduction to Interviewing 1-3pm	22 Career Exploration 1:30-3:30pm	23	24	25
28 OFFICE CLOSED MEMORIAL DAY	29 Career Exploration 1:30-3:30pm	30	31	

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:

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:

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

INTRODUCTION TO INTERVIEWING:

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:

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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