



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

ALLEGAN COUNTY JULY 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Resume Makeover 1-3pm Cover Letter Writing 3:30-4pm	3 Career Exploration 1:30-3:30pm	4 OFFICE CLOSED FOR THE HOLIDAY	5	6 Computer Literacy Open Lab 8am-5pm
9 Introduction to Interviewing 1-3pm	10 Career Exploration 1:30-3:30pm	11	12	13 Computer Literacy Open Lab 8am-5pm
16 Resume Makeover 1-3pm Cover Letter Writing 3:30-4pm	17 Career Exploration 1:30-3:30pm	18 Job Search Techniques 2:30-3:30pm	19	20 Introduction to Health Care 9-10:30am Computer Literacy Open Lab 8am-5pm
23 Introduction to Interviewing 1-3pm	24 Career Exploration 1:30-3:30pm	25 Job Search Techniques 2:30-3:30pm	26	27 Computer Literacy Open Lab 8am-5pm
30 Resume Makeover 1-3pm Cover Letter Writing 3:30-4pm	31 Career Exploration 1:30-3:30pm			<i>westmiworks.org</i>

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.

INTRODUCTION TO HEALTH CARE (1.5 hours):

Hear from a panel of local employers about high-demand jobs in the health care field. Find out what skills you need and the training available to prepare you for a new career in health care.

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
Please arrive 10 minutes early to complete your profile if you don't already have one.**

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