



PLEASE REGISTER IN ADVANCE
 Contact Sue Fleming at 269-686-5079 x4162

ALLEGAN COUNTY
OCTOBER 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Introduction to Interviewing 1-3pm	2 Career Exploration 1:30-3:30pm	3 Job Search Techniques 2:30-3:30pm	4	5 Computer Literacy Open Lab 8am-5pm
8 Resume Makeover 1-3pm Cover Letter Writing 3:30-4pm	9 Career Exploration 1:30-3:30pm	10 Job Search Techniques 2:30-3:30pm	11	12 Computer Literacy Open Lab 8am-5pm
15 Introduction to Interviewing 1-3pm	16 Career Exploration 1:30-3:30pm	17 Job Search Techniques 2:30-3:30pm	18	19 Computer Literacy Open Lab 8am-5pm
22 Resume Makeover 1-3pm Cover Letter Writing 3:30-4pm	23 Career Exploration 1:30-3:30pm	24 Job Search Techniques 2:30-3:30pm	25	26 OFFICE CLOSED
29 Introduction to Interviewing 1-3pm	30 Career Exploration 1:30-3:30pm	31 Job Search Techniques 2:30-3:30pm		<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.

WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

RESUME MAKEOVER (2 hour):

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 minute):

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

INTRODUCTION TO INTERVIEWING (2 hour):

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 hour):

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

JOB SEARCH TECHNIQUES (1 hour):

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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