



Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)

MUSKEGON COUNTY  
**JANUARY 2019**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<p><b>1</b></p> <p>Job Search Techniques 10-11am</p> <p>Introduction to Interviewing 11-11:30am</p> <p>Cover Letter Writing 11:30am-12pm</p>	<p><b>2</b></p> <p>Resume Makeover 2-4pm</p>	<p><b>3</b></p> <p>Career Exploration 10am-12pm</p> <p>Job Search Techniques 2-3pm</p> <p>Introduction to Interviewing 3-3:30pm</p> <p>Cover Letter Writing 3:30-4pm</p>	<p><b>4</b></p>
<p><b>7</b></p> <p>Work Place Excellence: <i>Dependability</i> 10am-12pm</p>	<p><b>8</b></p> <p>Computer Literacy 10am-12pm</p> <p>Job Search Techniques 2-3pm</p> <p>Introduction to Interviewing 3-3:30pm</p> <p>Cover Letter Writing 3:30-4pm</p>	<p><b>9</b></p> <p>Career Exploration 10am-12pm</p>	<p><b>10</b></p> <p>Work Place Excellence: <i>Communication-ability</i> 10am-12pm</p> <p>Resume Makeover 2-4pm</p>	<p><b>11</b></p>
<p><b>14</b></p> <p>Work Place Excellence: <i>Respectability</i> 10am-12pm</p>	<p><b>15</b></p> <p>Job Search Techniques 10-11am</p> <p>Introduction to Interviewing 11-11:30am</p> <p>Cover Letter Writing 11:30am-12pm</p>	<p><b>16</b></p> <p>Resume Makeover 10am-12pm</p>	<p><b>17</b></p> <p>Work Place Excellence: <i>Presentability &amp; Work-ability</i> 10am-12pm</p> <p>Career exploration 2-4pm</p>	<p><b>18</b></p>
<p><b>21</b></p> <p>OFFICE CLOSED</p>	<p><b>22</b></p> <p>Introduction to Interviewing 2-2:30pm</p> <p>Cover Letter Writing 2:30-3pm</p>	<p><b>23</b></p> <p>Career Exploration 10am-12pm</p>	<p><b>24</b></p> <p>Resume Makeover 10am-12pm</p> <p>Job Search Techniques 1-2pm</p> <p>Computer Literacy 2-4pm</p>	<p><b>25</b></p>
<p><b>28</b></p> <p>Introduction to Interviewing 2-3pm</p> <p>Cover Letter Writing 3-3:30pm</p>	<p><b>29</b></p> <p>Job Search Techniques 10-11am</p> <p>Career Exploration 2-4pm</p>	<p><b>30</b></p> <p>Resume Makeover 10am-12pm</p>	<p><b>31</b></p>	

West Michigan Works! in Muskegon County is located at: 316 Morris Avenue, Suite 100, Muskegon, MI 49440



# WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge.

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):** What you wish you knew before the interview. 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](http://GCFLearnFree.org) to assist in this self directed 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!

**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 to offer tips and suggestions 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.

**WORKPLACE EXCELLENCE SERIES (5 workshops - 2 hours each):** The Workplace Excellence Series includes 5 workshops to help you with skills like communication, dependability and other essential skills employers are looking for. Complete all 5 workshops to receive a certificate indicating you know the employability skills needed for today's competitive job market.

**A Pure Michigan Talent Connect profile must be completed before attending workshops: [mitalent.org](http://mitalent.org)**

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

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West Michigan Works! is a division of ACSET, an equal opportunity employer/program, and a proud partner of the American Job Center network. Auxiliary aids and services are available upon request to individuals with disabilities.