

OUT OF WORK?

LOOKING FOR A NEW CAREER DIRECTION?



Job Search Preparation Workshop
May 18, 2011 (9AM to Noon)

Lyndhurst Community Center
1341 Parkview Drive
(440) 449-5011

The City of Lyndhurst and Cuyahoga Community College Career Development & Transition Services have partnered to offer a free job search workshop for residents who are out of work or are returning back to work. Additional job search preparation workshops will be offered at the Eastern Tri-C Campus.

Resumes That Get Results - Part I (9-10:30 am)

Understand the purpose, review the general guidelines and learn how to develop a "resume that WILL get results". You will be given an opportunity to put together the initial building blocks of your resume including a Summary, Employment History, Job Responsibilities and Accomplishments.

Ace That Interview - Part II (10:30 - Noon)

Review general guidelines to improve your interviewing skills and gain a "behind the scenes" insight into the interview process. Learn about the different types of interviews, overcoming obstacles and avoiding common mistakes. Practice your interviewing skills and receive valuable feedback pertaining to your strengths and areas for improvement.

Registration: Seating is limited to 20 job seekers. Please register by contacting J.T. Neuffer at jon.neuffer@tri-c.edu or call 216.987.2893. Thank you.



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