



Workshops can vary by location. Be sure to check local activity calendars.

RE-EMPLOYMENT ORIENTATION

A general orientation and overview of the services available at the WorkSource office to assist with all phases of job search. This information is appropriate for any job seeker.

SKILLS & ABILITIES ANALYSIS

Job Seekers are continually faced with change and choices. Learn to identify, demonstrate, and package with confidence, your skills and personal qualities in ways that will be meaningful to employers.

JOB SEARCH STRATEGIES

Finding employers in your area and creating a targeted job search strategy is the key to success. Learn ways to find the best job search methods. Learn how to research your labor market, develop networks, and conduct informational interviews.

PERFECTING APPLICATIONS

Understand the employer's point of view. Learn how employers read applications and how to be better prepared to meet an employer's expectations. Explore how to organize and communicate in writing your skills and abilities. Leave the workshop with a master application. **Please be prepared with names, addresses, and dates of employment and education.**

EFFECTIVE RESUMES & COVER LETTERS

Successful job seekers take the time to learn what employers want. Convey to a prospective employer who you are, what you know and what you have to offer. Learn what resume and cover letter format best displays your skills, knowledge and abilities in order to attract employers and lead to more interviews.

INTERVIEWING TECHNIQUES

Being able to handle an employment interview is a necessity for any job seeker. Learn valuable interviewing tips and have the chance to practice answers to frequently asked – and sometimes difficult – questions in a supportive, realistic environment.

Specialty Workshops - Be Sure to Call Ahead for Details and Availability

Producing Your Resume Using the Computer

You must have a draft (handwritten or typed) resume to participate in this workshop. Bring an IBM formatted 3 1/2" diskette and receive assistance in selecting and using software programs to format your resume to achieve the best possible presentation.

Electronic Resume (Available at WorkSource Skagit only)

You must bring a completed resume on a disk to participate in this workshop. Learn how to format your resume so it will look consistently good when emailed, scanned, or viewed on-line. Post your resume for employers on go2worksource.com

Job Club

Join other job seekers in learning and networking, while supporting each other in your job search. A great way to start your week with enthusiasm!

Practice Interviews (Available at WorkSource Whidbey only)

Bring a blank videocassette if you wish to have your interview recorded.

Small Business Seminars

Varied topic, intermittent schedule: See monthly calendar. WorkSource hosts an ongoing series of seminars of interest to the small business owner. Books and software are also available to explore small business start up.

Senior Employment Connection

Casual, relaxed gathering, focusing on employment and training issues for people age 55 and older.

ADDITIONAL ORIENTATIONS:

www.tourworksource.com A streaming video orientation to WorkSource services and products. A great place to start!

Workforce Preparation Orientation

Employment assistance programs for eligible youth, adults and dislocated workers. Adult program emphasis is on gaining employment through professional employment counseling.

Job Corps Orientation

For Youth Ages 16-24. Note: This schedule is subject to change. Please consult our workshop calendar for the most updated information.