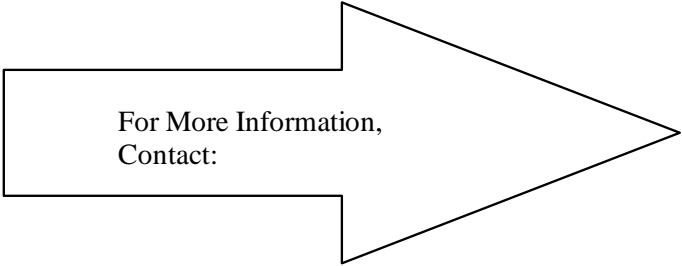


JOB HUNTER WORKSHOP SERIES

Module One	<p><i>Your job search destination: finding the employer who is looking for you.</i> Looking for work is a personal, complex journey. Discover new ways of thinking about the job search and changing workplace, and learning about resources and services that can help you along the way.</p>
Orientation and Job Search Preparation	
Module Two	<p><i>Self knowledge: one half of a job match.</i> Job seekers are continually faced with change and choices. Learning “who you are” can affect how you plan, control, and shape your life. Participate in this interactive workshop to gain new and exciting information about yourself.</p>
Knowing Yourself	
Module Three	<p><i>500 skills you didn't know you had and what to do with them now.</i> Skills and abilities are the building blocks of job success. Learn to identify, demonstrate, and package with confidence the skills and personal qualities today's employers desire.</p>
Skills and Abilities Analysis	
Module Four	<p><i>Research and Informational interviews: the direct route to job offers.</i> A successful job search is really finding an employer who is looking for someone like you. Learn how to research your job market, develop networks, and conduct informational interviews.</p>
The Job Market	
Module Five	<p><i>Hunting down the job you want or letting it find you.</i> The changing workplace requires everyone to think differently about what makes a successful job search. Learn the most and least effective strategies to finding employment, and conduct an actual job search on the Internet.</p>
Effective Job Search	
Module Six	<p><i>Making the match on paper and online.</i> Successful job seekers know what employers want. Learn how to complete applications, develop resumes, and design cover letters that will attract employers and lead to more interviews.</p>
Applications and Resumes	
Module Seven	<p><i>Making the match in person and on the phone.</i> Being able to handle an employment interview is a necessity for any job seeker. Learn helpful interviewing tips and practice your interviewing skills in a supportive, realistic environment.</p>
Interviewing	



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