

Free Job Seeker Workshops for February 2018

(All workshops will be conducted in Suite E-1)

****PARTICIPANTS MUST BE REGISTERED WITH SC WORKS**

DATE/ TIME	TOPIC	OTHER INFORMATION
February 1 (9:00 am – 11:00 am)	Networking	Networking is considered to be the MOST effective way to find a job. In this class you will learn about the basics of networking and how it can be the best tool in your job search tool box.
February 7 (10:00 am – 12:00 pm)	Resume PRO <i>(Registration required)</i> <i>Must have computer skills</i>	Build a professional-looking resume in a short amount of time. Learn how to edit and view your resumes to target your chosen career path, from suggested keywords and phrases to create a comprehensive summary of your career goals, skills, work experience, education and more.
February 8 (9:00 am – 11:00)	Learn How To Interview	Come and learn some of the Do's and Don'ts of interviewing and some challenging questions that are asked on interviews and how to handle them.
February 14 (10:00 am – 12:00 pm)	Resume PRO <i>(Registration required)</i> <i>Must have computer skills</i>	Build a professional-looking resume in a short amount of time. Learn how to edit and view your resumes to target your chosen career path, from suggested keywords and phrases to create a comprehensive summary of your career goals, skills, work experience, education and more.
February 20 (9:00 am – 11:00 am)	Resume Construction	In this workshop you will learn what things you need to include on your resume and what things you need to leave off. The information provided will hopefully improve your chances of getting interviews.
February 21 (10:00 am – 12:00 pm)	Resume PRO <i>(Registration required)</i> <i>Must have computer skills</i>	Build a professional-looking resume in a short amount of time. Learn how to edit and view your resumes to target your chosen career path, from suggested keywords and phrases to create a comprehensive summary of your career goals, skills, work experience, education and more.
February 28 (9:00 am – 11:00 am)	Basic Computer Class	Come learn some of the basics of using a computer: -Navigating the mouse -Creating User Names and Passwords -Using the Internet -How to create and/or use email
February 28 (10:00 am – 12:00 pm)	Resume PRO <i>(Registration required)</i> <i>Must have computer skills</i>	Build a professional-looking resume in a short amount of time. Learn how to edit and view your resumes to target your chosen career path, from suggested keywords and phrases to create a comprehensive summary of your career goals, skills, work experience, education and more.

225 S. Pleasantburg Drive
Suite E-1
Greenville, SC 29607