

Free Job Seeker Workshops for December 2017

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

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

DATE/ TIME	TOPIC	OTHER INFORMATION
December 13 (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.
December 13 (10:00 a.m.)	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.
December 14 (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
December 20 (9:00 am – 11:00 am)	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.
December 20 (10:00 am)	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.
December 27 (10:00 am)	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.
December 28 (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.