



JUMP START YOUR JOB SEARCH

Join our job skills workshops and master the techniques that will help you open new doors for your career!

Learn valuable skills for your career campaign:

- Resumes and cover letters that really work
- Got an interview — can you answer the tough questions?
- What not to wear to that interview
- Deal or no deal — effective salary negotiations
- Networking and resources (websites)
- Your body language — what are you really saying?

Discover what is important to employers:

- Soft skills (work values)
- Communication skills
- Teamwork
- Business etiquette
- Time management

For more information and a schedule of workshops, call your local Workforce Center at 1-888-980- 9675