

Workshop series for job hunting today

How to apply for a job in the 21st century

Free Lecture Class

Wednesday, May 13, 2009

5: 00 - 6:30 p.m.

Computers have changed the way you conduct job searches. Whether you're looking for a part-time job at the local retail store or a full-time career, you need to know how to find the positions and apply for them. We'll discuss the importance of computer skills in your job search and learn what you'll need to succeed. We'll cover various job topics, including filling out forms on the computer, e-networking, and email. To RSVP, call Lake County Council on Aging at (440) 205-8111.

Hands-on workshops on the following job topics will be held at the Lake County Council on Aging. Basic computer knowledge is required. Each workshop is \$15 per person. 10 person, maximum per class. Financial assistance may be available to those who qualify. For information on qualifications for financial assistance, please call Ann Thompkins at the Lake County Council on Aging at (440) 205-8111 ext 232. For questions on the workshops or to register, please call Tech Wise at (440) 944-7714.

How to use Microsoft Templates for resumes and cover letters

Monday, June 8, 2009

9:30 - 11:30 a.m.

Learn how to download and fill out templates from the Microsoft website that will help you jazz up your resume and cover letters.

Setting up your email resume

Monday, June 15, 2009

9:30 - 11:30 a.m.

Sending a resume and cover letter by email is different than sending one in the mail. Come learn the tips and tricks you need to know to get the best results from an emailed resume.

Getting LinkedIn to find the perfect job

Monday, June 22, 2009

9:30 - 11:30 a.m.

Learn how to use web sites such as LinkedIn and Spoke to expand your job search by connecting with past and present coworkers.

On-line job hunting techniques

Monday, June 29, 2009

9:30 - 11:30 a.m.

Explore how to use Internet job sites such as monster.com and careerboard.com to expand your job search. You'll learn how to post your resume on-line and find and apply to positions.

Researching prospective employers on the Internet

Monday, July 6, 2009

9:30 - 11:30 a.m.

Learn how to “do your homework” on that company before you go on the big interview. We’ll cover how to find out information on companies both public and private.

Email etiquette for job hunters

Monday, July 13, 2009

9:30 - 11:30 a.m.

Sending email to a prospective employer can be tricky if you’re not careful. We’ll look at what you need to be aware of when using email to make sure you’re always putting your best foot forward.

Filling out forms on a computer

Monday, July 20, 2009

9:30 - 11:30 a.m.

Companies no longer hand out applications to you when you ask for them. They point you to a computer and ask you to fill out the form. We’ll look at what the best way to prepare for this.