

AUGUST WORKSHOPS	NORTH	WEST	OCOTILLO LIBRARY	BUSINESS CENTER
<p>WRITE A WINNING RESUME Learn how to write a specific, accomplishment based resume, and gain insights on cover letters and references.</p>	<p>AUG. 7, 21 Start 9 am Finish 11 am</p>	<p>AUG. 1, 8, 15, 22, 29 Start 9 am Finish 11 am</p>	<p>AUG. 7 Start 1 pm Finish 2 pm</p>	
<p>INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up</p>	<p>AUG. 14, 28 Start 9 am Finish 11 am</p>	<p>AUG. 1, 8, 15, 22, 29 Start 1 pm Finish 3 pm</p>	<p>AUG. 28 Start 1 pm Finish 2 pm</p>	
<p>UNDERSTANDING LINKEDIN (PART 1) Learn how to sign up, navigate, and what goes into building a high-quality, professional profile.</p>	<p>AUG. 7, 21 Start 1 pm Finish 3 pm</p>			
<p>LEVERAGING LINKEDIN (PART 2) Learn how to stand out, get connected, and network effectively with others to find your next opportunity.</p>	<p>AUG. 14, 28 Start 1 pm Finish 3 pm</p>			
<p>TIPS AND TRICKS FOR THE JOB HUNT Learn how to make yourself the obvious best fit for the job you want. <i>Led by the Staff at Ocotillo Library.</i></p>			<p>AUG. 21 Start 1 pm Finish 2 pm</p>	
<p>GOOGLE DRIVE Learn to store, edit, create, and share files A Gmail account is recommended! <i>Led by the Staff at Ocotillo Library.</i></p>			<p>AUG. 14 Start 1 pm Finish 2 pm</p>	
<p>PROFESSIONAL MOCK INTERVIEW Must first attend "Interview Skills for Success". Come ready to practice. <i>Call to reserve your 30-minute spot.</i></p>				<p>AUG. 2, 9, 16, 23 By appt. only 602-256-3177</p>
<p>You can REGISTER for North and West classes online at www.arizonaatwork.com Under the Events tab!</p>	<p>9801 N. 7th St. 602-861-0208</p>	<p>3406 N. 51st Ave. 623-245-6200</p>	<p>102 W. Southern Ave. 602-262-6694</p>	<p>302 N. 1st Ave. 6th floor 602-257-3177</p>

Walk-ins are welcome!

Equal Opportunity Employer / Program

Auxiliary Aids and services are available upon request to individuals with disabilities, please contact 602-262-6776 or City TTY Relay / 602-534-5500 as early as possible to coordinate needed arrangements.