

**Workforce Partnership Site Workshops Locations**

**Mesa Workforce Center:** 635 E. Broadway Rd, Mesa, AZ

**Queen Creek Library:** 21802 S. Ellsworth Rd, Queen Creek, AZ

**Scottsdale Vista Del Camino :** 7700 E. Roosevelt St., Scottsdale, AZ

**Tempe Library:** 3500 S. Rural Rd, Tempe, AZ



Proud partner of the ARIZONA@WORK Network

**December 2023**

Monday	Tuesday	Wednesday	Thursday	Friday
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4	<b>5</b> <u>Resume Writing Workshop</u> 10am-12pm Mesa/Scottsdale/ Tempe/Queen Creek <u>Resume Writing Lab</u> 12pm-1pm Mesa/Scottsdale/Tempe/ Queen Creek	6	7	8
11	<b>12</b> <u>Job Search Workshop</u> 10am-12pm Mesa/Scottsdale/ Tempe <u>Job Search Lab</u> 12pm-1pm Mesa/Scottsdale/ Tempe	13	14	15
18	<b>19</b> <u>Interview Workshop</u> 10am-12pm Mesa / Scottsdale/Tempe/ Queen Creek	20	21	22
<b>25</b> Holiday	<b>26</b> <u>Financial Empowerment</u> 9am-4pm (1hr lunch) Mesa / Scottsdale/ Tempe	27	28	29

## Available Workshops and Assessments

*For questions about the workshops or assessments below, please call or stop in for more information.*

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### Financial Empowerment\*

This workshop is for those looking for tips and resources on how to manage their money. It covers topics such as planning your finances, budgeting, saving, credit, and debt. Attend this workshop if you would like resources to be more financially empowered.

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### Interview Workshop \*

Would you like to have more confidence in your next interview? This workshop will help you prepare for one. Topics include researching the company you are interviewing with, dressing for the interview, and how to introduce yourself. We'll practice how to answer common interview questions. Attend this workshop to increase your success in the interview process!

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### Job Search Workshop Lab\*

Need assistance looking for jobs? If yes, attend this interactive workshop to gain confidence and guidance for a successful job search. Based off your interests, you will identify job titles and keywords to use for job searching. You will learn what to prepare when submitting a job application and will leave with tangible resources such as job leads and a tracking tool.

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### Resume Writing Intro/Advanced Workshop Lab\*

**Intro:** Do you need help writing your resume? Come to this class and learn how to format and write a basic resume. Get your resume accepted by computer tracking systems and land yourself an interview! Stay after this class for our Resume Lab to write and walk away with a resume.

**Advanced :** Go beyond resume basics and learn how to identify and market your skills. Learn several different resume formats and how to write a cover letter. \*We recommend first attending Intro to Resume 101. Attend a hands-on Resume Lab to write and walk away with a resume.

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### Resume Lab

Come to this hands-on lab with your work history. You'll sit at a computer and write your resume with the assistance of a workforce staff person. \*You must attend either the Employment Academy or Intro to Resume 101 prior to attending lab. You may attend the lab, week after week, as many times as you like.

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**\*For workshops or labs above, reserve your spot by calling us.**

**\*Dates and times are subject to change - Please call to confirm prior to arriving\***

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**Mesa:** LaTonya Eaton Cell: 602-391-0142 LaTonya.Eaton@maricopa.gov  
**Queen Creek:** Amy Altschul Cell: 602-697-8521 Amy.Altschul@maricopa.gov  
**Scottsdale:** Jessica Diaz Desk: 480-312-0062 Jessica.Diaz@maricopa.gov  
**Tempe:** Carter Ellis Cell: 602-419-6466 Carter.Ellis@maricopa.gov

*Thank you!*