

# Job Club Workshop

PRESENTED BY ARIZONA@WORK - CITY OF PHOENIX

## Workshop Highlights:

- Resume Tailoring for Success: Learn how to create a resume that catches employers' attention!
- Behavioral Interview Strategies
- Job Search Tips & Networking: Get the tools and connections you need to succeed.

## Who Should Attend?

- Individuals seeking employment or career advancement.
- Anyone who wants to stand out in the job market!

## Get Ready for Your Next Career Opportunity!

- ♦ FREE Professional Work Readiness Training ♦
- Open To All Job Seekers!

Explore Career Options, Boost Your Resume, & Master Your Interview and Soft Skills

- ✓ Learn Powerful Job Search Strategies
- ✓ Craft a Standout Resume
- ✓ Ace Your Interview with Confidence
- ✓ Personalized Feedback from Experts



## Join Online Workshops

Register [HERE](#)



## Job Center Locations

City of Phoenix – West

- 3406 North 51st Avenue, Phoenix, AZ 85031
- Phone: (602) 495-6906

City of Phoenix – South

- 4635 South Central Ave, Phoenix, AZ 85040
- Phone: (602) 495-6905

**Find more information** by visiting the

City of Phoenix, Human Services Department website.



**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 7-1-1 as early as possible to coordinate needed arrangements

## August 2026 Workshop Schedule

### Mondays – Self and Career Exploration

Discover your ideal job, explore careers matching your interest and personality, and learn tools for effective career research.

- **Time: 10:30 AM - 12:30 PM**
- **August 3, 10, 17, 24 & 31 Location: Virtual**
- **August 3: In-person West Job Center**
- **August 24: In-person South Job Center**

### Tuesdays – Create a Winning Resume

Learn insider tips for writing and accomplish crafting cover letter, building resumes and selecting references.

- **Time: 10:30 AM - 12:30 PM**
- **August 11 & 25 Location: Virtual**
- **August 18 In-person ONLY South Job Center**
- **August 25 In-person Ocotillo Library 102 W Southern Ave, Phx, AZ 85041**

### Wednesday – Soft Skills for Success

Prepare Understand how soft skills can help you in the workplace.

- **Time: 10:30 AM - 12:30 PM**
- **August 12 & 26 Location: Virtual**

### Thursdays – Interview Skills for Success

Prepare for interviews by learning how to answer questions, present yourself, and follow up after the interview.

- **Time: 10:30 AM - 12:30 PM**
- **August 6 & 20 Location: Virtual**
- **August 13 In-person ONLY West Job Center**
- **August 20 In-person Ocotillo Library 102 W Southern Ave, Phx, AZ 85041**



ARIZONA@WORK City of Phoenix is funded by the US Department of Labor, for more information scan or scan the code.

# Job Club Workshop

PRESENTED BY ARIZONA@WORK - CITY OF PHOENIX

## Workshop Highlights:

- Resume Tailoring for Success: Learn how to create a resume that catches employers' attention!
- Behavioral Interview Strategies
- Job Search Tips & Networking: Get the tools and connections you need to succeed.

## Who Should Attend?

- Individuals seeking employment or career advancement.
- Anyone who wants to stand out in the job market!

## Get Ready for Your Next Career Opportunity!

- ◆ FREE Professional Work Readiness Training ◆  
Open To All Job Seekers!

Explore Career Options, Boost Your Resume, & Master Your Interview and Soft Skills

- ✓ Learn Powerful Job Search Strategies
- ✓ Craft a Standout Resume
- ✓ Ace Your Interview with Confidence
- ✓ Personalized Feedback from Experts



## Join Online Workshops

Register [HERE](#)



## Job Center Locations

City of Phoenix – West

- 3406 North 51st Avenue, Phoenix, AZ 85031
- Phone: (602) 495-6906

City of Phoenix – South

- 4635 South Central Ave, Phoenix, AZ 85040
- Phone: (602) 495-6905

**Find more information** by visiting the

City of Phoenix, Human Services Department website.



**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 7-1-1 as early as possible to coordinate needed arrangements

## April 2026 Workshop Schedule

### Mondays – Self and Career Exploration

Discover your ideal job, explore careers matching your interest and personality, and learn tools for effective career research.

- **Time: 10:30 AM - 12:30 PM**
- **April 6, 13, 20 & 27 Location: Virtual**
- **April 13: In-person West Job Center**
- **April 27: In-person South Job Center**

### Tuesdays – Create a Winning Resume

Learn insider tips for writing and accomplish crafting cover letter, building resumes and selecting references.

- **Time: 10:30 AM - 12:30 PM**
- **April 14, 21 & 28 Location: Virtual**
- **April 7 In-person ONLY South Job Center**
- **April 28 In-person Ocotillo Library 102 W Southern Ave, Phx, AZ 85041**

### Thursdays – Interview Skills for Success

Prepare for interviews by learning how to answer questions, present yourself, and follow up after the interview.

- **Time: 10:30 AM - 12:30 PM**
- **April 16, 23, 30 Location: Virtual**
- **April 9 In-person ONLY West Job Center**
- **April 30 In-person Ocotillo Library 102 W Southern Ave, Phx, AZ 85041**



ARIZONA@WORK City of Phoenix is funded by the US Department of Labor, for more information scan or scan the code.

# Job Club Workshop

PRESENTED BY ARIZONA@WORK - CITY OF PHOENIX

## Workshop Highlights:

- Resume Tailoring for Success: Learn how to create a resume that catches employers' attention!
- Behavioral Interview Strategies
- Job Search Tips & Networking: Get the tools and connections you need to succeed.

## Who Should Attend?

- Individuals seeking employment or career advancement.
- Anyone who wants to stand out in the job market!

## Get Ready for Your Next Career Opportunity!

- ♦ FREE Professional Work Readiness Training ♦  
Open To All Job Seekers!

Explore Career Options, Boost Your Resume, & Master Your Interview and Soft Skills

- ✓ Learn Powerful Job Search Strategies
- ✓ Craft a Standout Resume
- ✓ Ace Your Interview with Confidence
- ✓ Personalized Feedback from Experts



## Join Online Workshops

Register [HERE](#)



## Job Center Locations

City of Phoenix – West

- 3406 North 51st Avenue, Phoenix, AZ 85031
- Phone: (602) 495-6906

City of Phoenix – South

- 4635 South Central Ave, Phoenix, AZ 85040
- Phone: (602) 495-6905

[Find more information](#) by visiting the

City of Phoenix, Human Services Department website.



**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 7-1-1 as early as possible to coordinate needed arrangements

## August 2026 Workshop Schedule

### Mondays – Self and Career Exploration

Discover your ideal job, explore careers matching your interest and personality, and learn tools for effective career research.

- **Time: 10:30 AM - 12:30 PM**
- **August 6, 13, 20 & 27 Location: Virtual**
- **August 13: In-person West Job Center**
- **August 27: In-person South Job Center**

### Tuesdays – Create a Winning Resume

Learn insider tips for writing and accomplish crafting cover letter, building resumes and selecting references.

- **Time: 10:30 AM - 12:30 PM**
- **August 14, 21 & 28 Location: Virtual**
- **August 7 In-person ONLY South Job Center**
- **April 28 In-person Ocotillo Library 102 W Southern Ave, Phx, AZ 85041**

### Thursdays – Interview Skills for Success

Prepare for interviews by learning how to answer questions, present yourself, and follow up after the interview.

- **Time: 10:30 AM - 12:30 PM**
- **April 16, 23, 30 Location: Virtual**
- **April 9 In-person ONLY West Job Center**
- **April 30 In-person Ocotillo Library 102 W Southern Ave, Phx, AZ 85041**



ARIZONA@WORK City of Phoenix is funded by the US Department of Labor, for more information scan or scan the code.