

<b>AUGUST CLASSES</b>	<b>NORTH</b>	<b>WEST</b>	<b>OCOTILLO LIBRARY</b>	
<b>How to Create a Winning Resume</b> Learn how to write a specific, accomplishment based resume, and get insights on cover letters and references.	Aug. 1, 15 Start 9 am Finish 11 am	Aug. 2, 9, 16, 23 Start 9 am Finish 11 am	Aug. 10, 15 Start 1 pm Finish 2 pm	
<b>Interviewing Skills for Success</b> Learn how to effectively prepare, answer interview questions, and follow-up.	Aug. 8, 22 Start 9 am Finish 11 am	Aug. 2, 9, 16, 23 Start 1 pm Finish 3 pm	Aug. 24 Start 12 pm Finish 1 pm	
<b>Understanding LinkedIn Part 1</b> Learn how to sign-up, navigate, and build a high-quality, professional profile. Register Online Today!	Aug. 1, 15 Start 1 pm Finish 3 pm		Aug. 23 Start 11 am Finish 1 pm	
<b>Leveraging LinkedIn Part 2</b> Learn how to stand out, get connected, and network effectively with other professionals. Register Online Today!	Aug. 8, 22 Start 1 pm Finish 3 pm			
<b>Social Media for Job Search</b> Learn how social media can assist you in finding employment and networking opportunities.			Aug. 22 Start 1 pm Finish 2 pm	
<b>3 in 1 Job Search</b> Learn more about resume and cover letter formatting, and tips for sending a resume via the internet.			Aug. 8 Start 1 pm Finish 2 pm	
<b>Advanced Job Search</b> Learn techniques, including tips from recruiters and career coaches, to help you land the perfect job!			Aug. 1 Start 1 pm Finish 2 pm	<b>BUSINESS CENTER</b>
<b>Professional Mock Interview</b> Come ready for a practice interview. Call to reserve your 30 minute interview spot. Must first attend "interview Skills for Success"				Aug. 3, 10, 17, 24 By appt. only 602-256-3177

**REGISTER for classes online at [www.ARIZONAatWORK.com](http://www.ARIZONAatWORK.com) under the Events tab**

**NORTH**  
9801 N. 7<sup>th</sup> St.,  
(602) 861-0208

**WEST**  
3406 N. 51<sup>st</sup> Ave.,  
(623) 245-6200

**OCOTILLO LIBRARY**  
102 W. Southern Ave.,  
(602) 262-6694

**BUSINESS CENTER**  
302 N. 1<sup>st</sup> Ave., 6<sup>th</sup> Flr,  
(602) 256-3147