

## APRIL WORKSHOPS

	<b>NORTH</b> 9801 N. 7th St 602-861-0208	<b>WEST</b> 3406 N. 51st Ave 623-245-6200	<b>SOUTH</b> 4635 S. Central Ave 602-771-0630	<b>OCOTILLO LIBRARY</b> 102 W. Southern Ave 602-262-4636
<b>INTERVIEWING SKILLS FOR SUCCESS</b> Learn how to effectively prepare, answer interview questions, and follow-up.	<b>APRIL 9, 23,</b> 9am to 11am <b>APRIL 30</b> 1pm to 3pm	<b>APRIL</b> <b>3, 10, 17, 24</b> 1pm to 3pm	<b>APRIL 8, 22</b> 1pm to 3pm	<b>APRIL 20</b> 11am to noon
<b>CREATE A WINNING RESUME</b> Learn how to write a specific, accomplishment-based resume, and gain insights on cover letters and references.	<b>APRIL 2, 16</b> 9am to 11am	<b>APRIL</b> <b>3, 10, 17, 24</b> 9am to 11am		<b>APRIL</b> <b>4, 11, 18, 25</b> 11am to noon
<b>RESUME WRITING LAB</b> This educational presentation and hands-on lab will help develop a working resume before departure. Attendees are encouraged to organize and bring prior work history (i.e. job titles, duties, dates). Attendance to entire lab is required.	<b>APRIL 30</b> 9am to noon		<b>APRIL 8, 22</b> 9am to noon	
<b>UNDERSTANDING LINKEDIN (PART 1)</b> Learn how to sign up, navigate, and what goes into building a high-quality, professional profile.	<b>APRIL 2, 16</b> 1pm to 3pm			<b>APRIL 27</b> 11am to noon
<b>LEVERAGING LINKEDIN (PART 2)</b> Learn how to stand out, get connected, and network effectively with others to find your next opportunity.	<b>APRIL 9, 23</b> 1pm to 3pm			
<b>INTERNET JOB HUNTING</b> Learn how to search for jobs and use the best techniques. <i>Led by Library staff.</i>				<b>APRIL</b> <b>5, 12, 19, 26</b> 11am to noon
<b>JOB HUNTING OVER 50</b> Learn how to best market your skills and how to complete a successful interview at any age. <i>Led by Library staff.</i>				<b>APRIL 17</b> 11am to noon
				For more Library calendar information visit: <a href="http://phoenixpubliclibrary.org">phoenixpubliclibrary.org</a>

You can **REGISTER** for classes by contacting the corresponding Job Center at the numbers listed here  
Or online at [www.arizonaatwork.com](http://www.arizonaatwork.com)  
Under the **Events** tab!  
**Walk-ins welcome!**