



CITY OF PHOENIX

APRIL CLASSES	NORTH	WEST	OCOTILLO LIBRARY	BUSINESS CENTER
<b>WRITE A WINNING RESUME</b> Learn how to write a specific, accomplishment based resume, and gain insights on cover letters and references.	<b>APR. 3, 17</b> Start 9 am Finish 11 am	<b>APR. 4, 11, 18, 25</b> Start 9 am Finish 11 am	<b>APR. 12</b> Start 1 pm Finish 2 pm	
<b>INTERVIEWING SKILLS FOR SUCCESS</b> Learn how to effectively prepare, answer interview questions, and follow-up	<b>APR. 10, 24</b> Start 9 am Finish 11 pm	<b>APR. 4, 11, 18, 25</b> Start 1 pm Finish 3 pm	<b>APR. 17</b> Start 1 pm Finish 2 pm	
<b>UNDERSTANDING LINKEDIN (PART 1)</b> Learn how to sign up, navigate, and what goes into building a high-quality, professional profile.	<b>APR. 3, 17</b> Start 1 pm Finish 3 pm		<b>APR. 25</b> Start 11 am Finish 12 pm	
<b>LEVERAGING LINKEDIN (PART 2)</b> Learn how to stand out, get connected, and network effectively with others to find your next opportunity.	<b>APR. 10, 24</b> Start 1 pm Finish 3 pm			
<b>ADVANCED JOB SEARCHING</b> Learn techniques and tips that can help you land that perfect job! <i>Led by the Staff at Ocotillo Library.</i>			<b>APR. 3</b> Start 1 pm Finish 2 pm	
<b>SOCIAL MEDIA FOR JOB SEARCH</b> Have a social media account? Learn how to utilize social media in your job search. <i>Led by the Staff at Ocotillo Library.</i>			<b>APR. 10</b> Start 1 pm Finish 2 pm	
<b>PROFESSIONAL MOCK INTERVIEW</b> Must first attend "Interview Skills for Success". Come ready to practice. <i>Call to reserve your 30-minute spot.</i>				<b>APR. 5, 12, 19, 26</b> By appt. only 602-256-3177
You can <b>REGISTER</b> for most classes online at <a href="http://www.arizonaatwork.com">www.arizonaatwork.com</a> Under the <b>Events</b> tab!	<b>9801 N. 7<sup>th</sup> St.</b> <b>602-861-0208</b>	<b>3406 N. 51<sup>st</sup> Ave.</b> <b>623-245-6200</b>	<b>102 W. Southern Ave.</b> <b>602-262-6694</b>	<b>302 N. 1<sup>st</sup> Ave.</b> <b>6<sup>th</sup> floor</b> <b>602-257-3177</b>

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.