

| AUGUST WORKSHOPS | NORTH | WEST | OCOTILLO LIBRARY | BUSINESS CENTER |
|---|--|--|--|---|
| WRITE A WINNING RESUME Learn how to write a specific, accomplishment based resume, and gain insights on cover letters and references. | AUG. 7, 21 Start 9 am Finish 11 am | AUG. 1, 8, 15, 22, 29 Start 9 am Finish 11 am | AUG. 7 Start 1 pm Finish 2 pm | |
| INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up | AUG. 14, 28 Start 9 am Finish 11 am | AUG. 1, 8, 15, 22, 29 Start 1 pm Finish 3 pm | AUG. 28 Start 1 pm Finish 2 pm | |
| UNDERSTANDING LINKEDIN (PART 1) Learn how to sign up, navigate, and what goes into building a high-quality, professional profile. | AUG. 7, 21 Start 1 pm Finish 3 pm | | | |
| LEVERAGING LINKEDIN (PART 2) Learn how to stand out, get connected, and network effectively with others to find your next opportunity. | AUG. 14, 28 Start 1 pm Finish 3 pm | | | |
| TIPS AND TRICKS FOR THE JOB HUNT Learn how to make yourself the obvious best fit for the job you want. <i>Led by the Staff at Ocotillo Library.</i> | | | AUG. 21 Start 1 pm Finish 2 pm | |
| GOOGLE DRIVE Learn to store, edit, create, and share files A Gmail account is recommended! <i>Led by the Staff at Ocotillo Library.</i> | | | AUG. 14 Start 1 pm Finish 2 pm | |
| PROFESSIONAL MOCK INTERVIEW Must first attend "Interview Skills for Success". Come ready to practice. <i>Call to reserve your 30-minute spot.</i> | | | | AUG. 2, 9, 16, 23 By appt. only 602-256-3177 |
| You can REGISTER for North and West classes online at www.arizonaatwork.com Under the Events tab! | 9801 N. 7th St. 602-861-0208 | 3406 N. 51st Ave. 623-245-6200 | 102 W. Southern Ave. 602-262-6694 | 302 N. 1st Ave. 6th floor 602-257-3177 |

Walk-ins are welcome!

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.