

FEBRUARY CLASSES	NORTH	WEST	OCOTILLO LIBRARY	BUSINESS CENTER
<p>WRITE A WINNING RESUME Learn how to write a specific, accomplishment based resume, and gain insights on cover letters and references.</p>	<p>FEB. 6, 20 Start 9 am Finish 11 am</p>	<p>FEB. 7, 14, 21, 28 Start 9 am Finish 11 am</p>	<p>FEB. 8 Start 1 pm Finish 2 pm</p>	
<p>INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up</p>	<p>FEB. 13, 27 Start 9 am Finish 11 pm</p>	<p>FEB. 7, 14, 21, 28 Start 1 pm Finish 3 pm</p>	<p>FEB. 13 Start 1 pm Finish 2 pm</p>	
<p>UNDERSTANDING LINKEDIN (PART 1) Learn how to sign up, navigate, and what goes into building a high-quality, professional profile.</p>	<p>FEB. 6, 20 Start 1 pm Finish 3 pm</p>			
<p>LEVERAGING LINKEDIN (PART 2) Learn how to stand out, get connected, and network effectively with others to find your next opportunity.</p>	<p>FEB. 13, 27 Start 1 pm Finish 3 pm</p>			
<p>JOB HUNTING OVER 50 Learn how to best market your skills and how to complete a successful interview at any age. <i>Led by the Staff at Ocotillo Library.</i></p>			<p>FEB. 20 Start 1 pm Finish 2 pm</p>	
<p>INTERNET TIPS FOR JOB SEARCHING Learn the best techniques for job search and display your professionalism online. <i>Led by the Staff at Ocotillo Library.</i></p>			<p>FEB. 27 Start 1 pm Finish 2 pm</p>	
<p>PROFESSIONAL MOCK INTERVIEW Must first attend "Interview Skills for Success". Come ready to practice. <i>Call to reserve your 30-minute spot.</i></p>				<p>FEB. 1, 8, 15, 22 By appt. only 602-256-3177</p>
<p>You can REGISTER for classes online at www.arizonaatwork.com Under the Events tab!</p>	<p>9801 N. 7th St. 602-861-0208</p>	<p>3406 N. 51st Ave. 623-245-6200</p>	<p>102 W. Southern Ave. 602-262-6694</p>	<p>302 N. 1st Ave. 6th floor 602-257-3177</p>