

JANUARY CLASSES	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.	JAN. 9, 23 Start 9 am Finish 11 am	JAN. 10, 17, 24, 31 Start 9 am Finish 11 am	JAN. 11 Start 1 pm Finish 2 pm	
INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up	JAN. 16, 30 Start 9 am Finish 11 pm	JAN. 10, 17, 24, 31 Start 1 pm Finish 3 pm	JAN. 30 Start 1 pm Finish 2 pm	
UNDERSTANDING LINKEDIN (PART 1) Learn how to sign up, navigate, and build a high-quality, professional profile.	JAN. 9, 23 Start 1 pm Finish 3 pm			
LEVERAGING LINKEDIN (PART 2) Learn to stand out, get connected, and network effectively with others.	JAN. 16, 30 Start 1 pm Finish 3 pm			
SOCIAL MEDIA FOR JOB SEARCH Learn how social media can assist you in finding employment and networking. <i>Led by the Staff at Ocotillo Library.</i>			JAN. 9 Start 1 pm Finish 2 pm	
ADVANCED JOB SEARCHING <i>Come learn advanced strategies for your job search. Led by the Staff at Ocotillo Library.</i>			JAN. 23 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>				JAN. 11, 18, 25 By appt. only 602-256-3177
You can REGISTER for 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