

JUNE 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.	JUNE 5, 19 Start 9 am Finish 11 am	JUNE 6, 13, 20, 27 Start 9 am Finish 11 am	JUNE 12 Start 1 pm Finish 2 pm	
INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up	JUNE 12, 26 Start 9 am Finish 11 am	JUNE 6, 13, 20, 27 Start 1 pm Finish 3 pm	JUNE 26 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.	JUNE 5, 19 Start 1 pm Finish 3 pm		JUNE 5 Start 1 pm Finish 2 pm	
LEVERAGING LINKEDIN (PART 2) Learn how to stand out, get connected, and network effectively with others to find your next opportunity.	JUNE 12, 26 Start 1 pm Finish 3 pm			
SUCCESSFULLY NAVIGATE A JOB FAIR Learn the best skills and techniques to approach a job fair. <i>Led by the Staff at Ocotillo Library.</i>			JUNE 19 Start 1 pm Finish 2 pm	
COMPUTER SKILLS FOR THE WORKPLACE Learn to navigate the internet and programs like Microsoft Word used in the workplace. <i>Led by the Staff at Ocotillo Library.</i>			JUNE 8, 15, 22, 29 Start 10 am Finish 12 pm	
PROFESSIONAL MOCK INTERVIEW Must first attend "Interview Skills for Success". Come ready to practice. Call to reserve your 30-minute spot.				JUNE 7, 14, 28 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.