



CITY OF PHOENIX

MARCH 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.	MAR. 6, 20 Start 9 am Finish 11 am	MAR. 7, 14, 21, 28 Start 9 am Finish 11 am	MAR. 8 Start 1 pm Finish 2 pm	
INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up	MAR. 13, 27 Start 9 am Finish 11 pm	MAR. 7, 14, 21, 28 Start 1 pm Finish 3 pm	MAR. 6 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.	MAR. 6, 20 Start 1 pm Finish 3 pm		MAR. 28 Start 11 am Finish 12 pm	
LEVERAGING LINKEDIN (PART 2) Learn how to stand out, get connected, and network effectively with others to find your next opportunity.	MAR. 13, 27 Start 1 pm Finish 3 pm			
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>			MAR. 27 Start 1 pm Finish 2 pm	
SOCIAL MEDIA FOR JOB SEARCH Have a social media account? Learn how to utilize social media in your job search. <i>Led by the Staff at Ocotillo Library.</i>			MAR. 20 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>				MAR. 1, 8, 15 By appt. only 602-256-3177
You can REGISTER for most 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

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.