

MAY WORKSHOPS

	NORTH 9801 N. 7th St 602-861-0208	WEST 3406 N. 51st Ave 623-245-6200	SOUTH 4635 S. Central Ave 602-771-0630	OCOTILLO LIBRARY 102 W. Southern Ave 602-262-4636
INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up.	MAY 7, 21 9am to 11am	MAY 1, 8, 15, 22, 29 1pm to 3pm	MAY 6, 20 1pm to 3pm	MAY 18 11am to noon
CREATE A WINNING RESUME Attend this presentation to learn how to write a specific, accomplishment-based resume, and gain insights on cover letters and references.	MAY 14, 28 9am to 11am	MAY 1, 8, 15, 22, 29 9am to 11am		MAY 2, 9, 16, 23, 30 11am to noon
RESUME WRITING LAB This educational presentation and hands-on lab will help develop a working resume before departure. Attendees are encouraged to organize and bring prior work history (i.e. job titles, duties, dates). Attendance to entire lab is required.			MAY 6, 20 9am to noon	
UNDERSTANDING LINKEDIN (PART 1) Learn how to sign up, navigate, and what goes into building a high-quality, professional profile.	MAY 7, 21 1pm to 3pm			MAY 25 11am to noon
LEVERAGING LINKEDIN (PART 2) Learn how to stand out, get connected, and network effectively with others to find your next opportunity.	MAY 14, 28 1pm to 3pm			
INTERNET JOB HUNTING Learn how to search for jobs and use the best techniques. <i>Led by Library staff.</i>				MAY 3, 10, 17, 24 11am to noon
JOB HUNTING OVER 50 Learn how to best market your skills and how to complete a successful interview at any age. <i>Led by Library staff.</i>				MAY 22 11am to noon
				For more Library calendar information visit: phoenixpubliclibrary.org

You can **REGISTER** for classes by contacting the corresponding Job Center at the numbers listed here
Or online at www.arizonaatwork.com
Under the **Events** tab!
Walk-ins welcome!