



CITY OF PHOENIX

MAY 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.	MAY 1, 15 Start 9 am Finish 11 am	MAY 2, 9, 16, 23 Start 9 am Finish 11 am	MAY 10 Start 1 pm Finish 2 pm	
INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up	MAY 8, 22 Start 9 am Finish 11 pm	MAY 2, 9, 16, 23 Start 1 pm Finish 3 pm	MAY 1 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.	MAY 1, 15 Start 1 pm Finish 3 pm		MAY 23 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.	MAY 8, 22 Start 1 pm Finish 3 pm			
ADVANCED JOB SEARCHING Learn techniques and tips that can help you land that perfect job! <i>Led by the Staff at Ocotillo Library.</i>			MAY 15 Start 1 pm Finish 2 pm	
JOB HUNTING OVER 50 Learn how to best market your skills and interview at any age. <i>Led by the Staff at Ocotillo Library.</i>			MAY 22 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>				MAY 3, 10, 17 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.