

OCTOBER WORKSHOPS

	NORTH	WEST	OCOTILLO LIBRARY
WRITE A WINNING RESUME Learn how to write a specific, accomplishment-based resume, and gain insights on cover letters and references.	OCT. 2, 16 Start 9 am Finish 11 am	OCT. 3, 10, 17, 24 Start 9 am Finish 11 am	OCT. 4, 18 Start 11 am Finish Noon
INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up	OCT. 9, 23 Start 9 am Finish 11 am	OCT. 3, 10, 17, 24 Start 1 pm Finish 3 pm	OCT. 5, 19 Start Noon Finish 1 pm
UNDERSTANDING LINKEDIN (PART 1) Learn how to sign up, navigate, and what goes into building a high-quality, professional profile.	OCT. 2, 16 Start 1 pm Finish 3 pm		
LEVERAGING LINKEDIN (PART 2) Learn how to stand out, get connected, and network effectively with others to find your next opportunity.	OCT. 9, 23 Start 1 pm Finish 3 pm		
INTERNET JOB HUNTING Learn how to search for jobs and use the best techniques. <i>Led by the Staff at Ocotillo Library.</i>			OCT. 5, 19 Start 11 am Finish Noon
GOOGLE FOR JOB HUNTING Learn to store, edit, create, and share files A Gmail account is recommended! <i>Led by the Staff at Ocotillo Library.</i>			OCT. 4, 18 Start Noon Finish 1 pm
SOCIAL MEDIA NETWORKING Learn how to use social media to your advantage while job hunting. <i>Led by the Staff at Ocotillo Librarv.</i>			OCT. 6, 20 Start 11 am Finish Noon
You can REGISTER for North and West classes online at www.arizonaatwork.com Under the Events tab! Walk-ins welcome!	9801 N. 7th St. 602-861-0208	3406 N. 51st Ave. 623-245-6200	102 W. Southern Ave. 602-262-6694

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.

For more workshops with our Library Partners, check out their calendar at: <http://www.phoenixpubliclibrary.org>