

SEPTEMBER 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.	SEPT. 4, 18 Start 9 am Finish 11 am	SEPT. 5, 12, 19, 26 Start 9 am Finish 11 am	SEPT. 6, 20 Start 11 am Finish Noon	
INTERVIEWING SKILLS FOR SUCCESS Learn how to effectively prepare, answer interview questions, and follow-up	SEPT. 11, 25 Start 9 am Finish 11 am	SEPT. 5, 12, 19, 26 Start 1 pm Finish 3 pm	SEPT. 7, 21 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.	SEPT. 4, 18 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.	SEPT. 11, 25 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>			SEPT. 7, 21 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>			SEPT. 6, 20 Start Noon Finish 1 pm	
PROFESSIONAL MOCK INTERVIEW Must first attend: "Interview Skills for Success". Come ready to practice. <i>Call to reserve your 30-minute spot.</i>				SEPT. 13, 19, 26 By appt. only 602-256-3177
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	302 N. 1st Ave. 6th floor 602-257-3177