

Job Search Seminars

Creating a Resume / Completing the Application

You may have the skills the employer is looking for and never get to the interview if your resume does not highlight those skills. Develop a professional resume that will match your skills and experience to the job and employer you are looking for. Most employers will ask you to complete an employment application, even if you have a great resume. Learn how to complete an application for employment thoroughly, accurately, and neatly.

Creating References, Cover and Thank You Letters

Learn how to create a job reference page, a professional cover letter to accompany your resume, and to write a thank you letter to employers with whom you've interviewed.

Interviewing

Get advice on effective interviewing techniques, respond appropriately to common interview questions, and negotiate salary and benefits for your new job. The Interview is where jobs are won or lost. Ensure that your chances of getting the job offer are high!

Evaluate Your Skills & Develop a Plan

Over 80% of job applicants can't describe their skills! Can you? This seminar will help you determine your marketable skills, learn to effectively communicate your skills and identify your employment priorities. What is your plan to find your next job? Are you getting the results you want? This seminar will help you identify effective ways to look for a job, create a daily job search schedule, and develop goals for your job search.

Networking

Networking is not limited to who you know, it's learning how to find out about jobs that are not advertised and how to get your foot in the door. Learn to develop a list of contacts that can help you and create a marketing profile to promote your skills and abilities.

Using the Internet

Many job seekers spend time on the Internet. Is there really an employer on the other side of the screen? Learn how to use the Internet effectively in your job search and research labor market information to identify occupations that are growing and have openings.

Landing that First Job

Many youth will find a first job this year and some will also find their future careers. This workshop is designed to help youth find a first job and learn how to build experience that will launch their careers.

Rebranding Your Skills

Expand your job search prospects by rebranding your skills. This workshop will teach you to identify the skills you have gained in the past and present them in a way that catches the attention of employers that can move you to a new job or even a new industry.

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (voice) or 711

1-888-469-JOBS (5627)
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