



FREE Job Workshops Schedule

Illinois workNet Center, 723 W. Algonquin Road, Arlington Heights, IL

Résumé / Cover letter: Tips and pointers on how to write a résumé and the proper cover letter for your résumé. We will also cover how to look for a job. (For example: Internet job search sites, job fairs, newspaper, networking meetings, associations and social groups and cold calling).

Job Search Workshop: We will cover how to look for a job including tips on using the following: Internet job search sites, job fairs, newspaper, networking meetings, associations and social groups and cold calling.

Interviewing Workshop: Guidance and direction will be provided to help you prepare for an interview, including the common questions that can be expected. Mock interviews will be conducted, and you will be videotaped. You will have an opportunity to critique your interview as well as other participants, interviews. Please bring a copy of your résumé to the workshop.

Job Club / Networking Meeting: This meeting provides job networking, job information, guest speakers, job information, job leads and other ideas to improve your Job Search. Over 80 % of the jobs people find are through networking. It will also introduce strategies to improve your job search.

Workshops are available at two locations:

Illinois workNet Office , 723 W Algonquin Road, Arlington Hts, IL

Schaumburg Township Library 130 S Roselle Rd, Schaumburg, IL

Workshop				
Location	Résumé	Job Search	Interview	Job Club
Arlington Hts	1st Wednesday of the month	2nd Wednesday of the month	3rd Wednesday of the month	4th Wednesday of the month
Schaumburg	3rd Monday of the month	4th Monday of the month	1st Monday of the month	2nd Monday of the month
Time	2:00 PM	2:00 PM	2:00 PM	2:00 PM

Please sign up with Susan at Illinois workNet Center in Arlington Heights Front Greeter desk for Workshops. Or call 847-437- 9663. You can register for one workshop or all workshops, your choice.