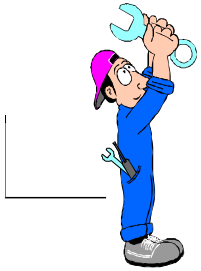

Need a Little Help "Fine-tuning" Your Job Search Skills?

Your Job Service Workforce Center,
1018 7th St South, Has These Workshops
Available in: MAY 2012

RESUMES THAT WORK: Covers all aspects of preparing a resume, including the different styles of resume, what information to include and an overview of Workforce Center resources available to assist you. **

Tuesday: MAY 15, 29 10:00–11:30 AM

BASIC COMPUTER LITERACY: This is a very basic computer workshop for beginners. Topics are: Computer Functions; The parts of a Computer System; The Mouse and Desktop; Intro to Windows and Menus; Intro to Applications & Basic word processing

Wednesday: MAY 16, 30 10:00–11:30 AM

INTERVIEWING INSIGHTS: A comprehensive discussion of interviews, including the various types, how to prepare for them, and appropriate dress and appearance.

Wednesday: MAY 16, 30 1:30 – 3:00 PM

JOBS ONLINE: Would you like to register with Job Service, update your information, use the computer for your job search? Would you like a fast and easy way to check out our jobs? This workshop covers how to utilize the Internet and specifically the website jobs.mt.gov in your job search.

Thursday: MAY 17, 31 10:00-11:30 AM

WORKIN' IT OUT: A three-day workshop designed to teach successful workplace problem-solving skills, such as conflict resolution and decision-making. Certificate upon completion.

Scheduled: MAY 8, 9, 10 9–12 noon and **1–4:45**
MAY 22, 23, 24 9–12 noon and **1–4:45**

(*9 am Start time MAY 10 AND 24 only, no afternoon session*)

**** Please bring to the Resume workshop a *Personal Data Sheet* [available at the Workforce Center Resource Desk], or other work history information.**

***** Ending times for all workshops may vary depending upon participation. Please allow extra time if attending.**

-If further information is needed, please call: 791-5800