**SOUTH COUNTY CAREER CENTER EVENTS & WORKSHOPS — AUGUST 2018
1111 Bay Boulevard, Suite E, Chula Vista, CA 91911 | (619) 628-0300 | See more at workforce.org/events**

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| --- | --- | --- | --- | --- |
| **Center Hours:**M– F: 8 a.m.–5 p.m. |  |  **1** |  **2**9–11 a.m.**Online Job Search Strategies***Cabrillo Room* |  **3** |
|  69–11 a.m. Labor Market in San Diego*Cabrillo Room* | 71:30–3:30 p.m.Resume Stategies*Cabrillo Room* | 8 | 99–11 a.m. Cover Letters & Thank You Letters*Cabrillo Room* |  **10** |
| 13 9–11 a.m.What to Say at Job Interviews*Cabrillo Room* | 14 1:30–3:30 p.m. Your Personal Commercial*Cabrillo Room* | 15  | 16  |  17 |
|  20 9–11 a.m.Finding Hidden Jobs*Cabrillo Room* | 21 1:30–3:30 p.m. Skills & Accomplishments*Cabrillo Room* | 22  | **23**  | 24 |
|  279–11 a.m.Labor Market in San Diego*Cabrillo Room* | 28 | 29 | **30**  | 31 |

SDWP is a proud partner of the America’s Job Center of California Network and provides equal opportunity for its programs, services and employment. Auxiliary aids and services for individuals with disabilities are available upon request.

## **WORKSHOP DESCRIPTIONS**

 **Cover Letters & More:** Often overlooked, cover letters are a critical element to job search success. Identify what employers want to know about you before inviting you to an interview, then explore the steps to impressive and attention-getting cover letters.

**Finding Hidden Jobs:** It’s estimated that 20% of all job openings are advertised by employers while only 5%-15% of all hires come from advertised jobs. The remaining jobs, often the best jobs, are filled by other means. Learn the best, proven job search strategies for tapping into the hidden job market where many of the best employment opportunities are found.

**Labor Market in San Diego:** (Hands On) Navigate the best labor market information websites to find out what’s hot and what’s not; jobs that match your specific skill set, building employer lists, résumé and interview tips, and much more.

**Online Job Search Strategies:** (Hands On) The internet offers useful and effective means to employment. Designed for job seekers new to the internet, we show you how to create an e-mail address, upload your Résumé to your email and post is online, job search online using internet job board services, discover keywords, navigate commonly-used internet job boards and more.

**Resume Strategies:** Apply expert principles to build professional, attention-grabbing resumes. See your resume from the employer’s perspective to best present your value. Powerful resumes showcase key skills through examples of results and accomplishments! Chronological and functional resumes are compared & contrasted. The purpose and format of each section of the resume is discussed.

**Skills & Accomplishments:** Many job seekers have difficulty identifying and presenting their best skills to prospective employers. Define andidentify your skills and leverage them as impressive accomplishment statements on your résumé and job interview.

**Salary Negotiation:** What is the objective value of your job in the local economy? Where should you be placed on the salary range? How do you show employers “value” to get the job offer and a good pay offer? Should you settle for less in light of the current job market? Explore these important questions and more to effectively negotiate your salary with any employer.

**What to Say at Job Interviews:** Interviews are where preparation and opportunity meet. Gain confidence by preparing effectively for interviews. Knowing what employers want and communicating your value effectively are vital keys to your success. Identify potential pitfalls and gain insights on answering open/closed-ended questions, and behavioral questions effectively & powerfully.

**Your Personal Commercial:** A major challenge job seekers face is in knowing what to say to impress employers. Communicate your value to employers effectively and professionally. Customize your personal commercial and résumé to get the job using simple techniques that will add power to your personal presentation and boost your self-confidence. Bring a job posting you like.

