# EAST COUNTY CAREER CENTER EVENTS & WORKSHOPS — MARCH 2020

151 VAN HOUTEN AVE., EL CAJON, CA 92020 | (619) 873-9300 | See more at workforce.org/events

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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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| 9:30–11:30 a.m. Exploring Your Job Options  
  Resource Room  
  1:30–3:30 p.m. Skills & Accomplishments  
  Resource Room | 1:30–3:30 p.m. Resume Strategies  
  Resource Room | 9:30–11:30 a.m. Cover & Thank You Letters  
  Resource Room  
  1:30–3:30 p.m. Finding Hidden Jobs  
  Resource Room | 11 a.m.–12:30 p.m. Getting LinkedIn  
  Resource Room | 11 a.m.–12:30 p.m. |

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| 9:30 a.m.–4 p.m. Resume Review Session  
  (**By Appointment Only)  
  Resource Room | 1:30–3:30 p.m. Resume Building  
  Resource Room | 9:30–11:30 a.m. What To Say During Job Interviews  
  Resource Room  
  1:30–3:30 p.m. Labor Market in San Diego  
  Resource Room | 11 a.m.–12:30 p.m. Social Media Job Search  
  Resource Room | 11 a.m.–12:30 p.m. |

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| 9:30 a.m.–4 p.m. Mock Interviews  
  (**By Appointment Only)  
  Resource Room | 1:30–3:30 p.m. Resume Strategies  
  Resource Room  
  1:30–3:30 p.m. Salary Negotiation  
  Resource Room | 9:30–11:30 a.m. Online Job Search Strategies  
  Resource Room | 11 a.m.–12:30 p.m.  
  Resource Room | 11 a.m.–12:30 p.m. |

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| 9:30–11:30 a.m. Cover & Thank You Letters  
  Resource Room  
  1:30–3:30 p.m. Overqualified & Unemployed  
  Resource Room | 1:30–3:30 p.m. Employment Club  
  Resource Room | 9:30 a.m.–4 p.m. Resume Review Session  
  (**By Appointment Only)  
  Resource Room | 11 a.m.–12:30 p.m. Your Personal Commercial  
  Resource Room | 11 a.m.–12:30 p.m. |

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| 9:30–11:30 a.m Finding Hidden Jobs  
  Resource Room  
  1:30–3:30 p.m. What To Say During Job Interviews  
  Resource Room | Cesar Chavez Day  
  - CLOSED - |           |           | Center Hours:  
  M–F: 8 a.m.–5 p.m. |
WORKSHOP DESCRIPTIONS

Cover & Thank You Letters: Explore the steps to create impressive and attention-getting cover letters that employers want to read! Learn to distinguish yourself by sending a "thank you" letter that will give you a competitive edge in the hiring process.

Employment Club: The Employment Club will be an opportunity for job seekers to network, learn real time strategies, and also participate in job search exercises within a group setting (activities will vary). No prior registration necessary, join us!

Exploring Your Job Options: Walk through an effective 4-step process to evaluate yourself, uncover your options and develop an action plan to secure jobs that best match the real you.

Finding Hidden Jobs: Learn how to land a job that is never listed. Find your next role in the hidden job market by knowing where to look, building your network and reaching out to find opportunities that aren’t posted.

Getting LinkedIn: Get started on your LinkedIn journey and learn how to create and maintain an account on this popular networking and career-focused social media site.

Labor Market in San Diego: Discover what’s hot and what’s not. Understand how to navigate the labor market to use the information you find to match your specific skill set to potential jobs and more.

**Mock Interviews:** Need interview assistance? Schedule your mock interview today! By appointment only. Sign up at sdccrsvp.setmore.com with Olga Deakova for the East County Career Center location. Note: If the mentioned link does not show the listed date for the current month, all time slots have been filled.

Online Job Search Strategies: Designed for job seekers new to the internet job search, learn how to use internet job board services, discover keywords, navigate commonly-used internet job search engines and more.

Overqualified & Unemployed: Unemployed people are often told they are overqualified when applying for work. Learn how to address these concerns by knowing what to say and do if that happens to you.

Resume Building: Join in on a resume building session that will show you first hand how to develop a resume from scratch utilizing job postings, onetonline.org reports, and your own words!

**Resume Review Session:** Bring in your resume for review and receive feedback and suggestions on how to improve. By appointment only. Sign up at calendly.com/olgadeakova/resume-review to schedule a 30 min one-on-one coaching session. Please note, if the mentioned link does not show the available times, all time slots have been filled.

Resume Strategies: Learn how to build professional, attention-grabbing resumes from the employer's perspective. Apply expert principles to present your value and showcase key skills by using examples of results and accomplishments.

Salary Negotiations: Knowing how to negotiate salary offers is a valuable skill that can increase your earning potential throughout your career. Learn how to research salary ranges, ask for compensation packages and ensure you are being paid what you are worth.

Skills & Accomplishments: Showcase your top skills, highlight your relevant experience, and tell a story of your accomplishments on your resume and in job interviews to impress potential employers.

Social Media Job Search: Over 70 percent of employers use social media to screen candidates during the hiring process. Leverage social media to establish your professional reputation and search for jobs, research companies and connect with employers.

What to Say During Job Interviews: Interviews are where preparation and opportunity meet. Gain confidence by knowing how to communicate your value effectively and identify potential gains and pitfalls when answering different types of interview questions.

Your Personal Commercial: Create an impressive introduction to a potential employer, mentor or important professional contact using a simple step-by-step technique. Bring a job posting you're interested in to customize your personal commercial.

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