

JUNE 2008 “HOW TO” SESSIONS 530-642-5505 JOB ONE ONESTOP CENTER

Monday	Tuesday	Wednesday	Thursday	Friday
2 10- 11 Interviewing Skills	3	4 10-11 Math Skills	5	6
9 10-11 Identifying Skills	10 10-11 Master Applicatoin	11 10-11 CASAS	12 10-11 Resume Writing	13
16	17 10-11 Interviewing Skills	18	19 10-11 Math	20
23	24 10-11 Resume Writing	25 Identifying Skills	26	27 10-11 Master Application
30 10-11 CASAS				Please sign up for all classes by phone or at the front desk

‘How To’ Sessions

4535 Missouri Flat Road #1A, Placerville, Ca 95667

Training Options (Portfolio Elements): One Stop Career Center staff will give an explanation of the Workforce Development Act (WIA) and how the OneStop staff can assist with job search. Job Search Portfolio will be discussed.

Creating Your Master Application & Cover Letters (Portfolio Elements): Discover why employers want you to complete a job application. Complete a master application and have it critiqued. Learn how a cover letter can make your job search more successful.

Evaluating your skills for the Labor Market (Portfolio Element): Learn how to identify your marketable job skills. Find out what skills you have to offer a potential employer and how you can use those skills in the future. Use your skill sets to build a resume and prepare for interviews.

Identifying Your Basic Skills (Reading & Math) (Portfolio Element): find out your Reading and Math skill levels and how this relates to employment.

CASAS Reading & Math Tools

Writing your Resume (Portfolio Elements): Identify the various kinds of resumes and how to choose the best format for your job search. Learn how to develop a resume and how to use it in your job search.

Interviewing 101 (Portfolio Elements): Discover the Methods for a successful interview. Perform better by knowing what to expect and how to respond. Practice answers to tough questions. Learn the importance of the thank you letter and how to write one.

Business Math Skills: Afraid of math? Join us to improve your confidence. This session is a quick review of fractions, decimals, and percentages to take the fear of those pre-employment tests away.