



Please register online at [jobs.westmiworks.org/calendar](http://jobs.westmiworks.org/calendar)  
 Please arrive 10 minutes early to register if you haven't already.

# MUSKEGON COUNTY AUGUST 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>1</b> <b>VETERANS JOB CLUB</b> 10am-12pm  Work Place Excellence: <i>Communication-ability</i> 2-4pm	<b>2</b> Job Search Techniques 10-11am Introduction to Interviewing 11-11:30am Cover Letter Writing 11:30am-12pm Work Place Excellence: <i>Work-ability</i> 2-4pm	<b>3</b>
<b>6</b>	<b>7</b> Computer Literacy 2-4pm	<b>8</b> Career Exploration 9-11am  Resume Makeover 2-4pm	<b>9</b> Job Search Techniques 10-11am Introduction to Interviewing 11-11:30am  Cover Letter Writing 11:30am-12pm	<b>10</b> Work Place Excellence: <i>Dependability</i> 2-4pm
<b>13</b>	<b>14</b>	<b>15</b> <b>VETERANS JOB CLUB</b> 10am-12pm  Resume Makeover 9-11am Career Exploration 2-4pm	<b>16</b> Job Search Techniques 10-11am Introduction to Interviewing 11-11:30am  Cover Letter Writing 11:30am-12pm	<b>17</b> Work Place Excellence: <i>Respectability</i> 2-4pm
<b>20</b> Career Exploration 10am-12pm  Resume Makeover 2-4pm	<b>21</b> Computer Literacy 2-4pm	<b>22</b> Work Place Excellence: <i>Presentability</i> 2-4pm	<b>23</b> Job Search Techniques 10-11am Introduction to Interviewing 11-11:30am  Cover Letter Writing 11:30am-12pm	<b>24</b>
<b>27</b>	<b>28</b> Work Place Excellence: <i>Work-ability</i> 2-4pm	<b>29</b> Resume Makeover 10am-12pm  Career Exploration 1-3pm	<b>30</b> Job Search Techniques 10-11am Introduction to Interviewing 11-11:30am  Cover Letter Writing 11:30am-12pm	<b>31</b>   <i>westmiworks.org</i>

West Michigan Works! in Muskegon County is located at: 316 Morris Avenue, Suite 300, Muskegon, MI 49440



# WORKSHOP DETAILS

Workshops focus on skills related to employment and/or training and are open to the public at no charge.

Workshops are one hour unless otherwise noted.

## WORKSHOPS FOR INFORMATION ON JOB SEARCH AND TRAINING

**JOB SEARCH TECHNIQUES:** Whether you're looking for your first job, or it's been a few years since you last looked for employment, this is the workshop for you! Find out what employers want to see on a resume, get tips on the best way to showcase your skills and experience and learn techniques on how to properly apply for a position in today's job market.

**INTRODUCTION TO INTERVIEWING (30 min):** What you wish you knew before the interview. This workshop can help build confidence and better prepare you in selling yourself to that potential employer.

**COVER LETTER WRITING (30 min):** Cover letters are an important part of the job search. Learn why you need one, who to address it to and what to include. Compliment your resume with a cover letter and enhance your chances of landing a job!

**COMPUTER LITERACY (2 hours):** Intimidated by computers? Unfamiliar with how to use email or the internet? If you are a beginner when it comes to using a computer, this two-hour open lab covers basic computer needs. We utilize [GCFLearnFree.org](https://www.gcflearnfree.org) to assist in this self directed workshop.

**CAREER EXPLORATION (2 hours):** Learn how to explore Interests, labor market information and training providers to assist you in choosing the right career for you!

**RESUME MAKEOVER (2 hours):** Take your resume to the next level! This two-hour open lab is designed for individuals interested in improving their existing resume. Staff will be on-hand to offer tips and suggestions make your resume stand out.

\*Individuals must have an existing resume to attend this class. It is highly recommended to have your resume in a digital format (mitalent, flash drive, email) for access during the workshop.

**WORKPLACE EXCELLENCE SERIES (5 workshops - 2 hours each):** The Workplace Excellence Series includes 5 workshops to help you with skills like communication, dependability and other essential skills employers are looking for. Complete all 5 workshops to receive a certificate indicating you know the employability skills needed for today's competitive job market.

### **VETERANS JOB CLUB:**

**1st & 3rd Wednesday of the Month | 10am-12pm**

**No Appointment Necessary**

A collaboration of veteran community resources to connect veterans to resources and improve employment networking.

**A Pure Michigan Talent Connect profile must be completed before attending workshops: [mitalent.org](https://mitalent.org)**

**Please arrive 10 minutes early to complete your profile if you don't already have one.**

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