

INTERNET JOB SEEKER SERIES

By Bruce A. Bennett

Resumes, Cover Letters, and Applying Online

Monday, October 5, 1pm - 3pm

This presentation showcases resume styles and the elements that go into building your resume. Every job application requires unique skills, and this session will show you how to improve your resume to match the jobs to which you are applying. Additionally, we will discuss cover letters and learn about ideas to include. Follow link to register: <https://us02web.zoom.us/meeting/register/tZlqcOmrrDsuHtlp1AHzjGsFCmWhwysfOaH1>

Guide for a Winning Interview

Wednesday, October 7, 1pm—3pm

Guide for a Winning Interview is an in-depth review of the interview process. Preparation is a key element to acing an interview. Learn the best approaches from the initial phone screen to the face to face meeting with the hiring manager. You will hear great answers to several standard questions, including the dreaded "Tell Me About Yourself". Follow the link to register: <https://us02web.zoom.us/meeting/register/tZlqfu-ppjovGtwgBTJEw14hV68tIB9cA8Kv>

LinkedIn for Your Job Search

Wednesday, October 19, 1pm—3pm

This workshop helps you understand and navigate your way through LinkedIn. A vast majority of companies are using LinkedIn as a recruiting tool. Topics covered include learning the many elements of your profile, populating your work experience history and understanding why a profile is more than just a resume. You will be able to identify the different features available on LinkedIn and where to focus your attention. Learn how to successfully build your network of connections and the use search tool filters that LinkedIn offers. Discover how to search for relevant LinkedIn Groups, Companies, and people. We will delve into creating a job search agent on LinkedIn and explore job applications on LinkedIn. Follow the link to register:

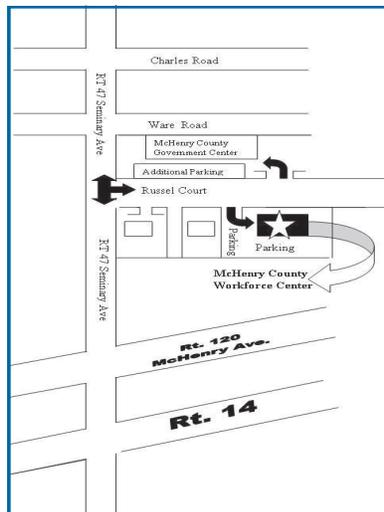
<https://us02web.zoom.us/meeting/register/tZMvduyqrDsvHdFnOPkn3XbZVLdKQQasWtPI>

LinkedIn Strategic Guidelines

Wednesday, October 21, 1pm—3pm

LinkedIn is a powerful tool for networking, research, and marketing yourself to clients and employers. This session teaches strategic practices for building your LinkedIn internet presence and marketing yourself. The use of hashtags and ampersands will be covered as well as going mobile with the LinkedIn app. Follow the link to register: <https://us02web.zoom.us/meeting/register/tZclc-vqDgsGtYVPWdkvL6Qcg3tiM9YE2hR>

NOTE: For the LinkedIn Workshops, attendees must already have a LinkedIn Profile. A webinar to learn how to create your LinkedIn account and start building your profile is available on our website at www.mchenrycountyworkforce.com



Parking permitted in MCWN lot and across the street in Government Center **ONLY**. **ALL OTHER LOTS WILL TOW VEHICLES.**



**500 Russel Court
Woodstock, IL 60098
Phone (815) 338-7100
Fax (815) 338-7125**

www.mchenrycountyworkforce.com



*McHenry County Workforce Network is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling **TTY (800) 526-0844 or 711.***

AVISO IMPORTANTE! Este documento contiene información importante acerca de los servicios de WIOA. Asistencia para la traducción telefónica de este documento vital, se encuentra disponible en el Centro de Fuerza Laboral del Condado de McHenry. 500 Russel Court, Woodstock, Il 60098. 815-338-7100 ext. 2793

October 2020

McHENRY COUNTY
WorkforceNetwork



McHenry County Workforce Center

500 Russel Court
Woodstock, IL 60098
(815) 338-7100 x2771
workforcecenterRR@yahoo.com

Resource Room Hours
BY APPOINTMENT ONLY
Monday-Thursday
8:30am - 4:00pm

A proud partner of the
americanjobcenter
network

Career Workshops and Services

Personalized Job Search Assistance Services

To sign up, contact the professional directly by email.

RESUME CRITIQUE

30 - 45 minute sessions

Dean Eitel - **October 5 and 19**
10 - 12

Email: deitel@depaul.edu

Kathy Hayhurst - **October 16**
8:30—11:30

Email: mcwnkmh@gmail.com

MOCK INTERVIEWS

60 minute sessions

Kraig Roberts - **October 5 and 19**
9:30 - 10:30

Email: mcwnkraig@gmail.com

LINKEDIN CRITIQUES

Session is for profile review and / or Q&A about LinkedIn usage

Bruce Bennett - **October 5 and 19**
10:00am - 12:00pm
mcwnbennett@hotmail.com

STEP Forward Reentry Work Readiness
Tuesdays, October 13 through November 17
10am - 12pm

Series of five different workshops on Tuesdays 10am - 12pm starting 10/13 and continuing 10/20, 10/27, 11/10 ending on 11/17. Topics of the workshops to include skills and resources to overcome the background barrier to reemployment. All participants must register in advance! Workshops will be held in an online format and can be attended in the comfort of your home or at the McHenry County Workforce Center.

For questions or to register, contact Thom Faber at 815-334-2798 or tafaber@mchenrycountyil.gov

PLASTICS AND PHARMACEUTICALS MANUFACTURING NETWORKING EVENT

Thursday, October 1, 1 - 2:30pm

Learn about career opportunities in plastic and pharmaceutical manufacturing. Speak with a panel of professionals and hiring managers about the career potential that exists.

Follow the link to register

https://mchenrycc.zoom.us/meeting/register/tJYoduuirDggGNOclevDay61IiQ_petByGIK

Microsoft PowerPoint Computer Class
Friday, October 9, 10am - 11am

The Microsoft PowerPoint Essentials workshop will show you the basic tools to use PowerPoint.

Follow the link to register:

<https://us02web.zoom.us/meeting/register/tZItduippz4qGtc-PiIPwWQxagxmnSICKMsv>

All Workshops and Seminars will be done in a virtual setting.

For questions please call (815) 338-7100 ext. 2771 or email workforcecenterRR@yahoo.com

CAREER PATHWAYS WORKSHOP

Tuesday, October 6, 1 - 2:30pm

This workshop is designed to help assess your skills and interests as you develop a career plan and learn ways to align yourself with high growth occupations in McHenry County.

Follow the link to register:

<https://us02web.zoom.us/meeting/register/tZYodOuspzMsH9xnDTE4Rch0SktKfd7hxukv>

RESUME AND COVER LETTER WORKSHOP

Tuesday, October 13, 1 - 2:30pm

This workshop is designed to provide guidance on resume trends and job search correspondence. Workshop will involve rewriting current resume or starting from scratch. We will also review some basic guidelines around writing an effective cover letter. Please have your resume available.

Follow the link to register:

<https://us02web.zoom.us/meeting/register/tZcpfu6qrzwsH9DI4ZQ1Yf-eU7uDE618TiZ>

INTERVIEW WORKSHOP

Tuesday, October 20, 1 - 2:30pm

This workshop is designed to give tips and tricks on handling the entire interview. We will cover everything from what to wear to how to send a follow up letter.

Follow the link to register:

https://us02web.zoom.us/meeting/register/tZcpduuorDwsEt3EybKvpxkzQzfeHwO6I_a4e

STRESS MANAGEMENT

Thursday, October 22, 1 - 2:30pm

Job loss is the 8th highest life stressor impacting millions of Americans every year. Come learn helpful ways to cope with job loss and maintain your mental health by practicing mindfulness, changing negative habits, and unplugging from the overstimulation's of modern day society. Workshop will involve practicing breathing exercises and completing self-care assessment worksheets.

Follow the link to register:

https://us02web.zoom.us/meeting/register/tZcrf-Ggqz4vGtCHf4Vc5_bZI76juFXxVupg

Microsoft Word Computer Class

Friday, October 23, 10am - 11am

The Microsoft Word Essentials workshop will show you how to create, format, edit and save a document.

Follow the link to register:

<https://us02web.zoom.us/meeting/register/tZEKceGraqjqG924rhjdwoN8uJVEeFmUnq9c>

CLOSED October 12 - Columbus Day

NETWORK TO SUCCESS

JOB CLUB

Wednesday, October 14, 1 - 3:00pm

Effective Networking in Your Career

Learn about social networking basics from the how, when, and where to network. The areas covered will include practical advice for your elevator speech, using social media, and finding events to put your new found skills to practice.

Presented By: Bruce Bennett

Follow link to register:

<https://us02web.zoom.us/meeting/register/tZcqd-mhrjssGNx2-OVTAdZHngwHwIfTcRSQ>

WHAT CAN WE DO TO HELP?

Are you *A Job Seeker*?
Need to *Enhance your Skills*?
Want to *Explore a New Career*?

McHenry County Workforce Network has a variety of programs and services for job seekers seeking assistance in meeting the challenges of today's job market. We provide a one-stop system for employment related services in McHenry County and are part of a nationwide system. Come to an information session to learn more!

Next WIOA Information Sessions:

Thursday, October 8, 9:30 - 10:30am

Follow the link to register:

<https://us02web.zoom.us/meeting/register/tZwsfuitqjooHNX1aZMdBu59iZSSD4DICt9A>

Apply for potential training ONLINE at:
www.mchenrycountyworkforce.com

TRANSPORTATION NETWORKING EVENT

Thursday, October 8, 1 - 2:30pm

Attend this event to see how a transportation career can get you moving. Listen to a panel of industry professionals share information about career opportunities.

Follow link to register:

https://mchenrycc.zoom.us/meeting/register/tJlce6tqjsoE9QmROsI0qlz0H_KVTPF3K8r

BASIC COMPUTER SKILLS

Thursday, October 1, 9am - 12pm

Learn everyday computer skills needed for work and life. This seminar covers a variety of topics for those new to computers or in need of a refresher including email, web browsing and word processing.

Follow the link to register

<https://mchenrycc.zoom.us/meeting/register/tJlIf-GsqT0jH93BeYok9OfA9-dHIC2abMXd>

JOB SEARCH NETWORKING GROUP

Mondays, 10 - 11am

Develop communication skills, professionalism, and confidence along with building a network of peer support designed to maintain motivation during job search. Check our website at www.mchenrycountyworkforce.com for more information.