

## INTERNET JOB SEEKER SERIES

### Resumes, Cover Letters and Applying On-line

**Thursday, July 12, 10am -12pm**

This presentation will cover building the elements of your resume. Cover letters are optional or are they? We will explore versions to include with a resume. Discover many of the do's and don'ts for applying online to a company website.

### Getting Started with Linked In

**Thursday, July 12, 1 -3pm**

This program takes an individual through the initial signup, account verification and then adding their basic work information to populate their profile. Topics include learning the many elements of your profile, populating your work experience history and understanding why a profile is more than just a resume. Learn the different elements available on LinkedIn and where to focus your attention. In order to create a LinkedIn profile, **you will need to verify your email address** so be sure to know your email password. Please bring a printed copy of your resume or have it on a flash drive.

### LinkedIn Basics and Best Practices

**Thursday, July 26, 10am - 12pm**

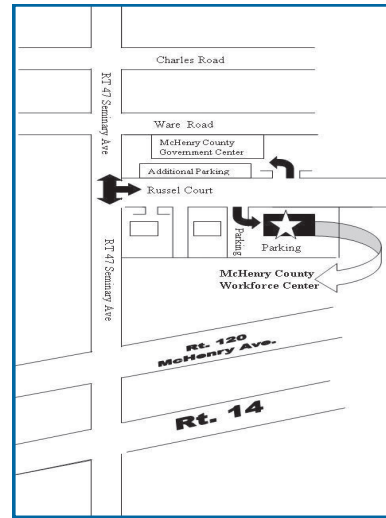
Expand your knowledge of LinkedIn with this overview of LinkedIn usage and the best practices to incorporate on a regular basis. Learn how to successfully build your network of connections and the filtering that LinkedIn features with their search tool. Discover how to search for relevant LinkedIn Groups, Companies, and people. We will delve into creating a job search agent on LinkedIn and explore job applications on LinkedIn.

### Tips for a Winning Interview

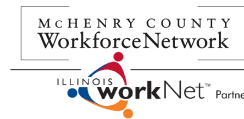
**Thursday, July 26, 1 - 3pm**

Preparation is a key element to acing an interview. This presentation covers an in depth overview of the interview process. Realize the interview process begins with self awareness and knowing about the company, which includes researching the company and individuals. We will cover the best approaches from the initial phone screen to the face to face meeting with the hiring manager. Attendees will hear great answers to several basic questions, including the dreaded "Tell Me about Yourself".

**Seating is limited to 8 so reserve your space today by calling 815-338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**



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



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

[www.mchenrycountyworkforce.com](http://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*

# July 2018

McHENRY COUNTY  
WorkforceNetwork



## McHenry County Workforce Center

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

Resource Room Hours  
Monday-Friday  
8:30am - 4:00pm

A proud partner of the  
**americanjobcenter**  
network

Career Workshops and Services

Explore the Illinois Workforce Portal  
[www.illinoisworknet.com](http://www.illinoisworknet.com)

*Personalized Job Search Assistance Services*

To sign up, contact the professional directly by email.

**RESUME CRITIQUE**

30 - 45 minute sessions

Dean Eitel - 1st and 3rd Mondays  
10am-12pm

Email: [deitel@depaul.edu](mailto:deitel@depaul.edu)

**MOCK INTERVIEW**

60 minute sessions

Dean Eitel - July 18  
1 - 3pm

Email: [deitel@depaul.edu](mailto:deitel@depaul.edu)

**Former and Returning Military Personnel**

Dennis Nix - Tuesdays - 9 - 11am  
[mcwndtn@gmail.com](mailto:mcwndtn@gmail.com)

**LINKEDIN CRITIQUES**

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

Bruce Bennett - 2nd and 4th Mondays  
9:00am - 12:00pm

[mcwnbennett@hotmail.com](mailto:mcwnbennett@hotmail.com)

**COMPUTER CLASSES**

*All classes are held 10am - 12pm*

Friday, July 13 - Microsoft Word 2013

Friday, July 27 - Microsoft PowerPoint 2013

Seating is limited. You must reserve your space by calling (815) 338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)

**JOB SEARCH WORKSHOP**

*Wednesday, July 11, 9 - 11am*

*Monday, July 23, 9 - 11am*

The Job Search Workshop will explore ways to help you with your job search by highlighting those areas that you may have never used or need a little assistance with the interview process, networking, phone and email messages.

**CLOSED**  
**Wednesday, July 4th**

***Seating is Limited for all Workshops and Services!***

To reserve your space call (815) 338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)

**CAREER PATHWAYS WORKSHOP**

*Tuesday, July 10, 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. **Seating is limited to 8 so reserve your space today by calling 815-338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**

**RESUME AND COVER LETTER WORKSHOP**

*Tuesday, July 17, 1 - 3:30pm*

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 bring a digital copy of your current resume if you have one. **Seating is limited to 8 so reserve your space today by calling 815-338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**

**INTERVIEW WORKSHOP**

*Tuesday, July 24, 1 - 3:30pm*

This workshop is designed to give tips and trick on handling the entire interview. We will cover everything from what to wear to how to send a follow up letter. **Seating is limited to 8 so reserve your space today by calling 815-338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**

**COMPUTER BASICS**

*Monday, July 23, 8:30am - 12:30pm*

Computer Basics is a course for those who have little or no experience with computers. The course is designed to give learners both information about how computers operate, as well as hands-on experience using basic computer applications. Topics covered include: Understanding Computer Hardware & Software, What is the Network and How to Login, Using Windows, Creating Folders and Storing Files, Shutting Down and Virus Protection, and Basic Word Processing Skills.

**Seating is limited. You must reserve your space by calling (815) 338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**

**NETWORK TO SUCCESS  
JOB CLUB**

**POWER NETWORKING**

*Wednesday, July 11*

*1 - 4pm*

POWER network with participating Job Club members! This job club session involves sharing job search techniques and opportunities. Let's POWER network with as many fellow members as possible. Who knows, you may get that great lead or contact that will help you land the position you have been seeking! Come prepared to share your "target" companies and expertise in your past and / or future occupation and industry.

Facilitated by Pete Hall - McHenry County Workforce Network

***Remember to stay for our networking session that follows each presentation!***

**WHAT CAN WE DO TO HELP?**

Are you *A Job Seeker?*

Need to *Enhance your Skills?*

Want to *Explore a New Career?*

Come to an Information Session to learn more.

Next WIOA Information Sessions:

***Thursday, July 12 and 26***

***9:30 - 10:30am***

Apply for potential training ONLINE at: [www.mchenrycountyworkforce.com](http://www.mchenrycountyworkforce.com) or **Pick up** an application in our Resource Room.

**REENTRY (Ex-Offender)  
JOB SEARCH GROUP**

*Tuesday's, 10 - 11am*

This group is designed to aid individuals with barriers to employment to get on the right track with their job search.

We will discuss how to highlight your skills to an employer and review helpful interview strategies.

**Registration is required. Call 815-334-2773 OR email [PCHall@mchenrycountyil.gov](mailto:PCHall@mchenrycountyil.gov) to reserve your spot.**

***Career Workshops and Services***

- Available to all Job Seekers, FREE of charge
- Seminars are NOT considered "training" by IDES.