

INTERNET JOB SEEKER SERIES

Resumes, Cover Letters and Applying On-line

Thursday, October 11, 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, October 11, 1 -3pm

This program takes an individual through the initial sign up, 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, October 25, 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.

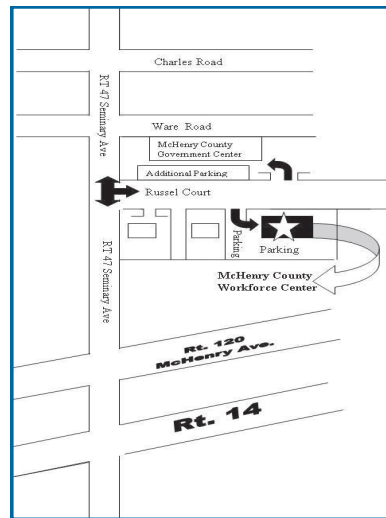
Tips for a Winning Interview

Thursday, October 25, 1 - 3pm

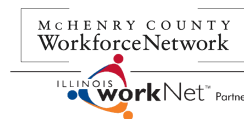
Preparation is a key element to acing an interview. This presentation covers an in depth overview of the interview process. Realize the interview process begins with self awareness and knowing about the company, which includes researching the company and individuals. We will cover the best approaches 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

Explore the Illinois Workforce Portal
www.illinoisworknet.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 2018

McHENRY COUNTY
WorkforceNetwork



McHenry County Workforce Center

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

Resource Room Hours
Monday-Friday
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 - 1st and 3rd Mondays
10am-12pm

Email: deitel@depaul.edu

Kathy Hayhurst - 2nd Friday
8:30 - 11:30am

Email: mcwnkmh@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

COMPUTER CLASSES

All classes are held 10am - 12pm

Friday, October 5 - Microsoft Word 2013

Friday, October 19- Microsoft PowerPoint 2013

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

JOB SEARCH WORKSHOP

Wednesday, October 10, 9 - 11am

Monday, October 22, 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

**Monday, October 8th for
Columbus Day**



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

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

CAREER PATHWAYS WORKSHOP

Tuesday, October 2, 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**

RESUME AND COVER LETTER WORKSHOP

Tuesday, October 9, 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 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**

INTERVIEW WORKSHOP

Tuesday, October 16, 1 - 2:30pm

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**

COMPUTER BASICS

Wednesday, October 24, 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

**NETWORK TO SUCCESS
JOB CLUB**

TIPS ON HOW TO HANDLE A JOB FAIR

Wednesday, October 10

1 - 4pm

Do you find going to a job fair a painful experience? Are you not sure what to do once you are at a job fair? Attend this session to get an overview on how to effectively work a job fair. We will go into how to be prepared for the fair, network with recruiters, and selling yourself for the job.

Pete Hall - MCWN

Daniel Ortega - McHenry County College

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, October 4 and 18

9:30 - 10:30am

Apply for potential training ONLINE at:
www.mchenrycountyworkforce.com or
Pick up an application in our Resource Room.

REENTRY WORK READINESS COURSE

Tuesday's, 10am - 12pm

A series of workshops to assist and prepare those that have a felony background with a successful return to the workforce and job retention. Four workshops will address what employers are thinking, what are career and job options, how to interview, and how to keep the job. **The classes will be held on Tuesdays starting October 23 2018.**

For more information or to register, contact Thomas Faber at 815/334-2798. Please register in advance.

Career Workshops and Services

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