

## INTERNET JOB SEEKER SERIES

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

**Thursday, December 6, 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, December 6, 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, December 20, 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.

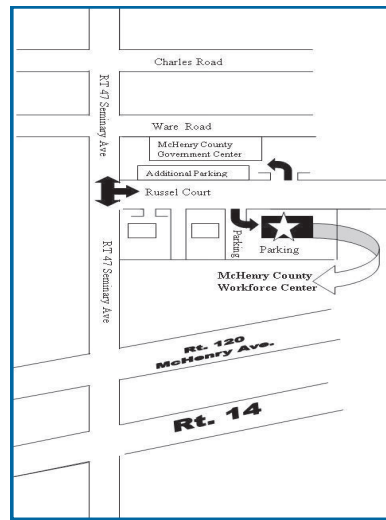
### Tips for a Winning Interview

**Thursday, December 20, 1 - 3pm**

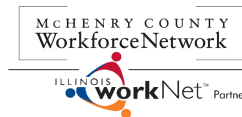
Preparation is a key element to acing an interview. This presentation covers an in depth overview of the interview process. Realize the interview process begins with self awareness and knowing about the company, which includes researching the company and individuals. We will cover the best approaches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

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

# December 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

*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)

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

Email: [mcwnkmh@gmail.com](mailto:mcwnkmh@gmail.com)

**MOCK INTERVIEWS**

60 minute sessions

Pon Palani - 1st and 3rd Tuesdays  
10am - 12pm

Email: [mcwnpal@gmail.com](mailto:mcwnpal@gmail.com)

**LINKEDIN CRITIQUES**

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

Bruce Bennett - December 10  
9:00am - 12:00pm

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

**JOB MATCHING WORKSHOP**

*Wednesday, December 26, 1 - 3pm*

Meet with Fellow Job Seekers and Get Your Job Search in Gear, with valuable tips for organizing and conducting a successful job search. Network with fellow job seekers and find out about new jobs openings in the area. FREE job search services to assist you in landing your next job. Learn how to maximize the use of The Illinois Job Link. Find out how you could receive up to \$10,000 for skills training or professional certifications, through the WIOA grant program.

Seating is limited to 8. You must reserve your space by calling (815) 334-2780 or (815) 334-2793

Or Email [William.Green2@Illinois.gov](mailto:William.Green2@Illinois.gov)  
[Miriam.Varys@Illinois.gov](mailto:Miriam.Varys@Illinois.gov)

**CLOSED**

**Monday, December 24 for  
Christmas Eve**

**Tuesday, December 25 for  
Christmas**

***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, December 4, 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, December 11, 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](mailto:workforcecenterRR@yahoo.com)**

**INTERVIEW WORKSHOP**

*Tuesday, December 18, 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. **To reserve your space call 815-338-7100 ext. 2771 or email [workforcecenterRR@yahoo.com](mailto:workforcecenterRR@yahoo.com)**

**COMPUTER BASICS**

*Wednesday, December 19, 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**

**NO DECEMBER MEETING**



**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, December 13  
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.

**COMPUTER CLASSES**

**All classes are held 10am - 12pm**

*Friday, December 7 - 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, December 12, 9 - 11am  
Wednesday, December 26, 9 - 11am**

The Job Search Workshop will explore ways to help you with your job search by highlighting those areas that you need a little assistance with the interview process, networking, phone and email messages.

***Career Workshops and Services***

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