

INTERNET JOB SEEKER SERIES

Resumes, Cover Letters and Applying On-line

Thursday, February 7, 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, February 7, 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, February 21, 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, February 21, 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

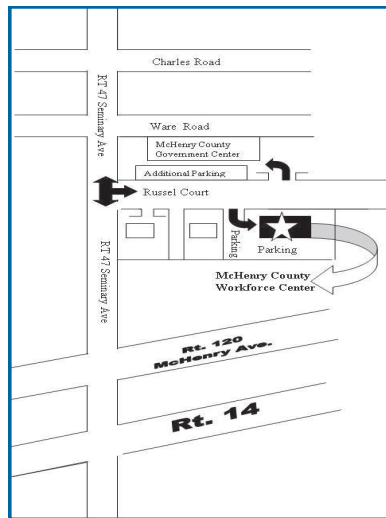
COMPUTER CLASSES

All classes are held 10am - 12pm

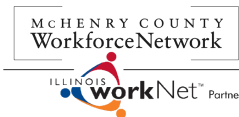
Friday, February 8 - Microsoft PowerPoint 2013

Friday, February 22 - Microsoft Word 2013

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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

February 2019

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 - **2nd Monday**
12 - 2pm

Email: deitel@depaul.edu

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

Email: mcwnkmh@gmail.com

MOCK INTERVIEWS

60 minute sessions

Kraig Roberts - **2nd and 4th Monday**
8:30 - 10:30

Email: mcwnkraig@gmail.com

LINKEDIN CRITIQUE

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

Bruce Bennett - **February 11 and 25**
9:00am - 12:00pm

mcwnbennett@hotmail.com

JOB MATCHING WORKSHOP

Wednesday, February 27, 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
Miriam.Varys@Illinois.gov**

Explore the Illinois Workforce Portal
www.illinoisworknet.com

CLOSED

Tuesday, February 12
Lincoln's Birthday

Monday, February 18
Presidents' 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, February 5, 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, February 19, 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, February 26, 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

COMPUTER BASICS

Wednesday, February 13, 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

JOB SEARCH WORKSHOP

Wednesday, February 13, 9:30 - 11am

Monday, February 25, 9:30 - 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.

NETWORK TO SUCCESS

JOB CLUB

Wednesday, February 20
1 - 4pm

Utilizing Tools to Get the Job

Utilizing tools for success in interviews to get the job. Specifically, the tools are cover letter, resume, interview skills, and dressing to impress. There is no special formula to get the job, but through arming ourselves with past work, educational and personal experiences, we can maximize our chances to get the job.

Kraig Roberts, Director of Sales, Locomotives, Wells Fargo

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, February 7 and 21
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 Workshop Series

Tuesday Feb. 19, 26, March 5, 12 & 19
10am -12pm

Series of five different workshops on Tuesdays 10 am - 12pm starting Feb. 19 and continue 2/26, 3/5, 3/12, ending 3/19. Topics of the workshops to include skills and resources to overcome the background barrier to reemployment.

To register for this workshop, contact Thom Faber at 815-334-2798 or tafaber@mchenrycountyil.gov

Career Workshops and Services

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