

## INTERNET JOB SEEKER SERIES

By  
**Bruce A. Bennett**

### Start with a Resume and Finish with an Interview

**Monday, August 12, 9am - 12pm**

This presentation will showcase 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. Applying online can be tricky and we will identify many of the do's and don'ts for applying to a company website. The latter part of the session will help you prepare for a winning interview. It covers an in-depth overview of the interview process. We will learn 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."

### LinkedIn for Your Job Search

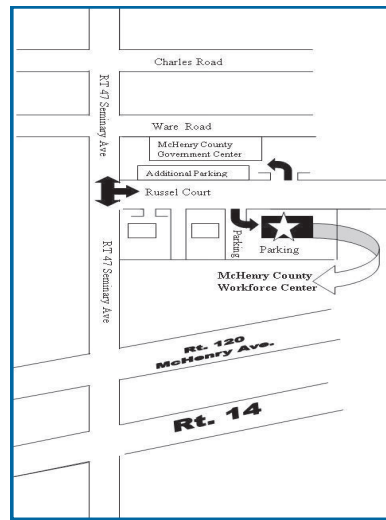
**Monday, August 26, 9am—12pm**

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. Please bring your resume on a flash drive or have it available online.

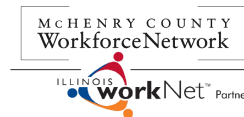
### **NOTE: Attendees must already have a LinkedIn Profile.**

A webinar to learn how to create your LinkedIn account and start building your profile is available on our website at [www.mchenrycountyworkforce.com](http://www.mchenrycountyworkforce.com)

**Seating is limited. You must reserve your space 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.**



**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*

# August 2019

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 Monday  
10 - 12

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

**MOCK INTERVIEWS**

60 minute sessions

Kraig Roberts - 1st and 3rd Monday  
8:30 - 10:30

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

**LINKEDIN CRITIQUES**

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

Bruce Bennett - 2nd and 4th Monday  
1:00pm - 4:00pm

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

**STEP Forward Reentry Work Readiness  
Information Session**

**Tuesday, August 27, 2019  
2 - 3pm**

This information session will explain what you will learn in the 5 workshops that provide workforce readiness for job seekers with a felony. 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](mailto:tafaber@mchenrycountyil.gov)

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

**CLOSED**



Labor Day  
Monday, September 2

*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, August 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. **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, August 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 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, August 20, 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 CLASSES**

*All classes are held 10am - 12pm*

*Friday, August 9 - Microsoft PowerPoint 2013*

*Friday, August 23 - Microsoft Word 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, August 14, 9:30 - 11am*

*Wednesday, August 28, 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, August 14*

*1 - 3pm*

**APPLYING YOUR CHARACTER STRENGTHS  
TO YOUR JOB SEARCH**

Discover your greatest strengths and learn how to use them in your job search. After a presentation on the VIA Character Assessment, job seekers will take the Values in Action Assessment online where they will discover and learn to apply their personal strengths to their job search.

*Presented by: Lori Parrish  
Parrish Coaching & Consulting  
Certified Conversational Intelligence® Coach*

**JOB MATCHING WORKSHOP**

*Wednesday, August 14, 3-3:30pm*

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.

**Immediately follows the Network to Success Job Club**

**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, August 15, 1 - 2pm*

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

*Career Workshops and Services*

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