

## INTERNET JOB SEEKER SERIES

By  
Bruce A. Bennett

### Start with a Resume and Finish with an Interview Monday, November 4, 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."

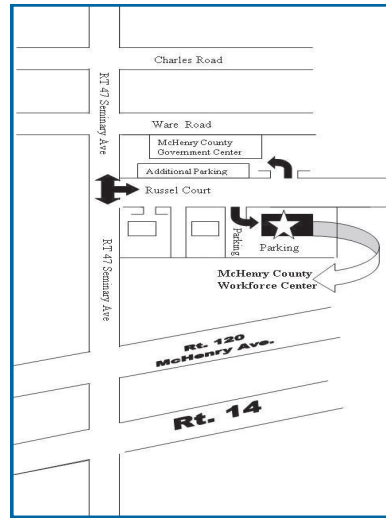
### LinkedIn for Your Job Search

Monday, November 18, 9am—12pm

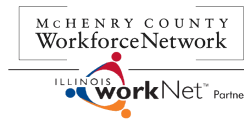
This workshop helps you understand and navigate your way through LinkedIn. A vast majority of companies are using LinkedIn as a recruiting tool. Topics covered include learning the many elements of your profile, populating your work experience history and understanding why a profile is more than just 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  
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[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*

# November 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 - **November 4 and 18**  
**10 - 12**

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

Kathy Hayhurst - **November 8**  
**8:30—10:45**

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

**MOCK INTERVIEWS**

60 minute sessions

Kraig Roberts - **November 4 and 18**  
**8:30 - 10:30**

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

Dean Eitel—**November 14**  
**12:30 - 2:30**

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

**LINKEDIN CRITIQUES**

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

Bruce Bennett - **November 4 and 18**  
**1:00pm - 4:00pm**

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

*Explore the Illinois Workforce Portal*

[www.illinoisworknet.com](http://www.illinoisworknet.com)

Set up an account today and discover career and labor market resources such as...

- A career skills and interest assessment that will recommend jobs and career areas tailored to you and provide links to occupational descriptions including salary and job outlook.

**CLOSED**

**Veterans Day**

**Monday, November 11**

**Thanksgiving**

**Thursday, November 28 and**

**Friday, November 29**

*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, November 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](mailto:workforcecenterRR@yahoo.com)**

**RESUME AND COVER LETTER WORKSHOP**

*Tuesday, November 12, 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, November 19, 1 - 2:30pm*

This workshop is designed to give tips and tricks 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, November 8 - Microsoft PowerPoint 2013*

*Friday, November 22 - 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, November 13, 9:30 - 11am*

*Wednesday, November 27, 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, November 20*  
*1 - 3pm*

**RESUME STYLING and INTERVIEW PREP**

Presenting resume style and interviewing tips with a focus on building a strong resume. How to approach and prepare for an interview and the appropriate ways to follow up.

Presented by:  
*Amy Rudd, Professional Recruiter*  
*Express Employment Professionals*

**JOB MATCHING WORKSHOP**

*Wednesday, November 20, 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, November 14, 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.

*Career Workshops and Services*

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