

INTERNET JOB SEEKER SERIES

By
Bruce A. Bennett

Start with a Resume and Finish with an Interview

Monday, December 2, 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

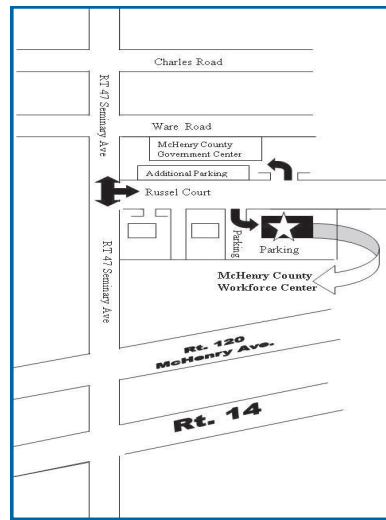
Monday, December 16, 9am—12pm

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.

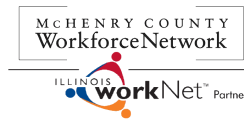
NOTE: Attendees must already have a LinkedIn Profile.

A webinar to learn how to create your LinkedIn account and start building your profile is available on our website at www.mchenrycountyworkforce.com

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



*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 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 - **December 2 and 16**
10 - 12

Email: deitel@depaul.edu

Kathy Hayhurst - **December 13**
8:30—10:45

Email: mcwnkmh@gmail.com

MOCK INTERVIEWS

60 minute sessions

Kraig Roberts - **December 2**
8:30 - 10:30

Email: mcwnkraig@gmail.com

Dean Eitel—**December 12**
12:30 - 2:30

Email: deitel@depaul.edu

LINKEDIN CRITIQUES

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

Bruce Bennett - **December 2 and 16**
1:00pm - 4:00pm

mcwnbennett@hotmail.com

Explore the Illinois Workforce Portal

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

Christmas Day
Wednesday, December 25

New Years Day
Wednesday, January 1

*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, December 3, 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, December 10, 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, December 17, 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

COMPUTER CLASSES

All classes are held 10am - 12pm

Friday, December 13 - 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, December 11, 9:30 - 11am

Tuesday, December 24, 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**

No Job Club Meeting in December



JOB MATCHING WORKSHOP

Wednesday, December 18, 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, December 19, 9:30 - 10:30am

Apply for potential training ONLINE at:

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.