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Additional Resume Instruction Workshops for Job Seekers

MWC adjusts workshop schedule to help more job seekers prepare quality resumes.

PHOENIX, Ariz. – Maricopa Workforce Connections has adjusted its Career Center workshop schedules to better meet customer need; offering Resume Instruction workshops twice weekly, Tuesday and Thursday mornings (9 a.m. – 12 p.m.).

Resumes are the primary tool used by employers to determine who to interview for open positions. It is vital for job seekers to provide a resume that demonstrates he or she is qualified for a position. "There are employment opportunities for job seekers, not as many as there were a few years ago but there are opportunities for those willing to seek them out," said Janet Lilly, MWC Training and Assessment Supervisor. "We will suspend workshops featuring Professional Communication, Labor Market Information and Applications after relevant content is incorporated into Interview Techniques and Job Search in the 21st Century curriculums. We want to ensure we continue to offer information beneficial to all facets of a job search."

In addition to providing Resume Instruction workshops Maricopa Workforce Connections offers workshops for job seekers to aid in other facets of a job search, including, but not limited to:

Job Club -- is a networking session featuring a discussion of different aspects of the job search each week.

Basic Computer Class – teaches the basics of computer use to aid in online job searches i.e. cut, paste, save and print functions.

Where the Jobs Are – features leads to local jobs, how to apply for those jobs and highlights industries of growth in the metro area.

Assessment Orientation –provides the basis for doing an assessment, what information it will give you, how you can use that information in your career development and job search

Financial Aid Information – features a variety of ways to pay for college and explains the differences between loans, grants and scholarships. A brief overview of the Free Application for Federal Student Aid (FAFSA) and the process to apply is provided. This workshop is facilitated by staff from the Maricopa County Community College District.

Job Search in the 21st Century – address vital job search issues as: Internet search engines and search tips; electronic job search by company, location, job title, occupation and industry clusters; how to set up and send e-mail; how to log in to an existing account; sending a resume via the Internet; converting a resume to plain text; electronic online applications; and electronic networking.

Interview Techniques – aids individuals in formulating personal, positive responses to typical and often times tough interview questions.

A condensed version of MWC's Resume Instruction workshop and an accompanying handout is available via azcentral.com at <http://www.azcentral.com/12news/news/articles/2008/12/08/20081208workshop12082008-CR.html> To access the correct video, select the in-demand, button at the bottom of the viewing screen and scroll to Resume Instruction Workshop. The accompanying chat is not active.

Schedules for MWC's other workshops are available online at: www.maricopaworkforceconnection.com/carerseeker/workshopsched. All workshops are provided weekly and are free of charge to job seekers.

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About MWC

Maricopa Workforce Connections (MWC) promotes and facilitates strategic alliances among public and private stakeholders within Maricopa County to ensure workforce excellence and contribute to the economic vitality for area employers, incumbent and future workers. MWC is a division of the Maricopa County Human Services Department. Services are made possible via funding through the federal Workforce Investment Act of 1998. Most services are provided to the community free of charge.