FOR IMMEDIATE RELEASE

September 18, 2012

Free Résumé and Job Search Workshops
Fall workshops schedule announced.

South Seattle Community College’s WorkSource Center Affiliate is partnering with the Seattle Public Library and the King County Library System to offer résumé and job search workshops at local libraries. No registration is required, but seating may be limited.

Seattle Public Library/Central Library Workshops
1000 Fourth Avenue (downtown Seattle)
Room 4, Level 4
(206) 386-4636, www.spl.org

Beginning a Job Search
Do you need a job? Were you recently laid off, or are you preparing for a possible lay-off? Come to this workshop to get tips and resources to start your job search.
Wednesday, September 26, 2:30-4:30 pm
Wednesday, October 24, 2:30-4:30 pm
Wednesday, October 31, 2:30-4:30 pm
Wednesday, November 28, 2:30-4:30 pm

Résumé Basics
Discover the ten keys to a successful résumé. This workshop focuses on developing a résumé that will get past the 10-second screen.
Wednesday, September 19, 2:30-4:30 pm
Wednesday, October 17, 2:30-4:30 pm
Wednesday, November 21, 2:30-4:30 pm
Wednesday, December 19, 2:30-4:30 pm

Microsoft Word 2012
Are you new to word processing or Microsoft (MS) Word? This free class will help you upgrade your job skills.
Wednesday, October 3, 2:30-4:30 pm
Wednesday, November 7, 2:30-4:30 pm
Wednesday, December 5, 2:30-4:30 pm
Microsoft Excel 2012
This course is designed for participants who are new to spreadsheets or for those who need a refresher of the basics.
Wednesday, October 10, 2:30-4:30 pm
Wednesday, November 14, 2:30-4:30 pm
Wednesday, December 12, 2:30-4:30 pm

King County Library System - All Courses at Enumclaw Library 7 pm
1700 1st Street
Enumclaw, WA 98022
(360) 825-2045

Monday, October 8th - New Job Search in New Economy – Duncan Burgess
If you are starting a job search, have been laid off, or want to prepare for a possible layoff this workshop is for you. The workshop will provide you with a template to develop a successful job search plan for tough economic times.

Monday, October 15th – Effective Résumés – Paco Mesch
The workshop focuses on developing a résumé that will get past the 10-second screen. A résumé template will be distributed that can be used in paper or electronic form. Participants will learn what employers are looking for in a résumé.

Monday, October 22nd – Effective Interviewing – Paco Mesch
Just a little preparation and thought ahead of time can have wondrous effects on your interviewing skills. This course will go over the issues and provide an in-depth analysis of the interviewing process.

Monday, October 29th - Effective Networking – Tanner Phillips
Why networking is so important for getting a job in today’s environment. Participants will learn how to take their job goal and develop a comprehensive approach to professional networking.

For additional information, contact South Seattle Community College WorkSource at (206) 934-5304, www.southseattle.edu.

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