JobLink

City of Alexandria Department of Community and Human Services Center for Economic Support

Register on-line: www.alexandriava.gov/joblink
Or in-person: *Job*Link
1900 N. Beauregard Street, 3rd Floor, Suite 300,
Alexandria, VA 22311
Office: 703.746.5940

Like us on Facebook, follow us on Twitter and link to us on LinkedIn:

www.facebook.com/JobLinkAlexandriaVA
www.twitter.com/JobLinkAlexVA
www.linkedin.com/company/joblink-alexandria

Two-Day Job Search Boot Camp (Intermediate)

On-going: Tuesday and Wednesday
9 a.m. to 2 p.m.

Do you need to tone and strengthen your job finding skills? Sign up for the Job Search Boot Camp and have your job search skills assessed and improve your job search through training and practice!

- *Whip your resume into shape or create your first resume*
- *March confidently into an interview*
- *Learn how to build your team of support*
- *Find out where to find that first or next job*
- *Master your interview skills to get that job*

Day One

Skills Identification
Learn to identify your skills, types of skills needed for various occupations, how and where to acquire these skills and how best to describe them when applying for a job.

Job Research
This workshop emphasizes a comprehensive approach to job search: the importance of being focused, knowing where to find jobs, uncovering the hidden job market, networking, and learning what the Career Center can do for you.

Day Two

Finding the Hidden Job Market
Networking is the game changer for finding the jobs before everyone else does. Identify your network and learn how to leverage this resource to find hidden jobs and increase your chances for getting an interview.

Mastering the Job Interview
Learn to connect with the interviewer, express yourself confidently and distinguish yourself from other candidates. Become knowledgeable of current interviewing processes and practices. Know how to answer the most common and important interview questions through interactive, hands-on exercises.

Two-Day Career Search Tools (Basic)

On-going: Monday 10 a.m. to 2 p.m.
and Tuesday 9 a.m. to 2 p.m.

This intro workshop is designed for first-time entrants into the workforce or persons who have been out of the job market for a while.

Day One

Basic Computer Skills Training
Participants will learn basic computer functions such as turning a computer on and off, starting and closing programs and finding help if needed. The workshop also covers using word processing programs, email and searching the Internet.

Basic Resume Writing
Learn to create an attractive and effective resume. Pre-requisite: You must bring a copy of your most recent resume **OR** complete the Sample Employment Application which you can find in the Career Center.

Completing a Job Application
Gain a better understanding of the importance of completing all questions on a job application.

Day Two

Job Search
Finding a good position can be challenging. In this workshop, you will learn search strategies that will enable you to find job openings via the Internet, networking and professional associations.

Job Search Using Social Media
Having a social media presence is one way to market yourself, to develop networking connections, to join groups and be connected to resources in your field (s) of interest, and to be accessible to others who are seeking a person with your skills, qualifications, interests, and expertise.

Dress for Success
When interviewing for a job, first impressions are critical. This workshop offers techniques and simple steps that will assist job seekers in dressing for an interview.

The Art of Interviewing
The perfect workshop for those with little experience interviewing or have not interviewed in a while. Topics covered are: ***before*** the interview – preparation, proper attire, what to take; ***during*** the interview – body language, common interview questions, do's & don'ts; ***closing*** the interview– asking questions, next steps in the process, follow-up practices.

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, email: maurice.tomdio@alexandriava.gov or call our video phone 571-384-5244.

Specialty Training Workshops

Recurring Monthly

Employment Strategies for Experienced Workers 50+
Employers value the talents that mature workers bring to the workplace. If you are 50 or older, you can refresh your job skills and re-enter the workforce. Learn strategies and resources experienced job seekers can use to launch a job search and find gainful and meaningful employment.

Resume & Cover Letter Critique
Matching your skills and experience to an employer's needs is the key to developing your winning resumes and cover letters. Learn to market yourself effectively by revising and refining your resume and cover letter. Bring a copy of your resume as well as job postings you are interested in.

Employment Strategies for Ex-Offenders
This workshop addresses the unique barriers to employment faced by persons with a felony conviction. Learn strategies to overcome those barriers during the job search process. Find out what employment resources are available to job seekers with convictions and the incentives for employers to hire ex-offenders. This workshop is open to the public but is most beneficial for those that have a criminal record or know someone who does.

Completing an Effective Employment Application
This workshop will demonstrate why it is important to complete all questions on a job application.

Ace the Interview
This workshop offers information on current interviewing processes and practices. Participants will learn how to answer the most common and important interview questions through interactive, hands-on exercises.

Landing the Right Job for You
Is your job just a way to pay the bills? Would you prefer it to be a source of great fulfillment? If you chose the latter, one way to reach that goal is to ensure that your career matches your personality. This workshop are designed to give participants help in figuring out what you really want and making a realistic action plan on how to get that job.

JobLink

City of Alexandria Department of Community and Human Services
Center for Economic Support

Career Readiness Workshops

1900 N. Beauregard Street, 3rd Floor, Suite 300, Alexandria, VA 22311
Office: 703.746.5940
Hours of Operation: Monday — Friday 8 a.m. to 5 p.m.

September 2014

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 *2-Day Job Search Boot Camp Part I (Intermediate) 9 a.m. to 2 p.m.*	3 *2-Day Job Search Boot Camp Part II (Intermediate) 9 a.m. to 2 p.m.*	4 *Resume & Cover Letter Critique 2:00 pm to 3:30 p.m.*	5
8 *Orientation 9 a.m.* *2-Day Career Search Tools Part I (Basic) 10a.m. to 2 p.m.*	9 *2-Day Career Search Tools Part II (Basic) 9 a.m. to 2 p.m.*	10	11 *Ace the Interview 9 :00 a.m. to 10:30 a.m.*	12
15 *Orientation 9 a.m.*	16 *2-Day Job Search Boot Camp Part I (Intermediate) 9 a.m. to 2 p.m.*	17 *2-Day Job Search Boot Camp Part II (Intermediate) 9 a. m. to 2 p.m.*	18 Employment Strategies for Experienced Workers 50+ *2 :00 p.m. to 3:30 p.m.*	19
22 *Orientation 9 a.m.* *2-Day Career Search Tools Part I (Basic) 10 a.m. to 2 p.m.*	23 *2-Day Career Search Tools Part II (Basic) 9 a.m. to 2 p. m.*	24	25 Employment Strategies for *Ex-offenders* *9 :00 a.m. to 10:30 a.m.*	26

On-Site Partners Contact Information

Alexandria/Arlington Workforce Investment Board (WIB)
www.alexandriaarlingtonwib.com/

Alexandria Commission on Employment (ACE)
alexandriava.gov/boards/info/default.aspx?id=36532

Department of Aging and Rehabilitative Services
www.vadrs.org

Catholic Charities Migration & Refugee Service
www.ccda.net

National Council on Aging (NCOA), Senior Community Services Employment Program
571.335.4027
www.ncoa.org

Virginia Veterans Virginia Wounded Warrior Program
www.wearevirginiaveterans.org

Register in person or online at: www.alexandriava.gov/joblink

The City of Alexandria is committed to compliance with the Americans with Disabilities Act, as amended. To request a reasonable accommodation, please e-mail: Maurice.Tomdio@alexandriava.gov or call our video phone at 571.384.5244