



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

Register on-line: www.alexandriava.gov/joblink

Or in-person: JobLink Alexandria Workforce Development Center
1900 N. Beauregard Street, 3rd Floor, Suite 300,
Alexandria, VA 22311

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 9 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,

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.

How to Create a LinkedIn Account?

This workshop will teach you how to create a LinkedIn
account and give you tips on how to expand your job search
through social media.



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



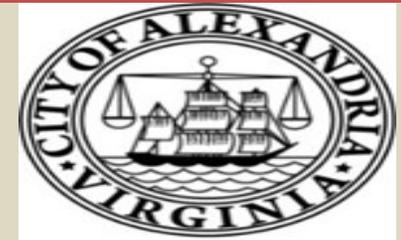
City of Alexandria Department of Community and Human Services
Center for Economic Support

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.



Workshops are offered at **NO COST**. However, **Pre-registration is Required**

NOVEMBER

Monday	Tuesday	Wednesday	Thursday	Friday
				
3 <i>Orientation 9 a.m.</i>	4 2-Day Job Search Boot Camp Part I (Intermediate) 9 a.m. to 2 p.m.	5 2-Day Job Search Boot Camp Part II (Intermediate) 9 a.m. to 2 p.m.	6 Hard Skills/Soft Skills: What Skills Employer Look For 9 a.m. to 10:30 a.m.	7
10 2-Day Career Search Tools Part I (Basic) 9 a.m. to 2 p.m. <i>Orientation 9 a.m.</i>	11 2-Day Career Search Tools Part II (Basic) 9 a.m. to 2 p.m.	12	13 Employment Strategies for Experienced Workers 50+: Part II—How to Create a LinkedIn Account 2 p.m. to 3:30 p.m.	14
17 <i>Orientation 9 a.m.</i>	18 2-Day Job Search Boot Camp Part I (Intermediate) 9 a.m. to 2 p.m.	19 2-Day Job Search Boot Camp Part II (Intermediate) 9 a.m. to 2 p.m.	20 Ace the Interview 2 p.m. to 3:30 p.m.	21
24	25	26	27 	28

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.cdda.net

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

Virginia Veterans Virginia Wounded Warrior Program
www.wearevirginia veterans.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