

## JUMP START YOUR JOB SEARCH

## Join our job skills workshops and master the techniques that will help you open new doors for your career!

## Learn valuable skills for your career campaign:

- Resumes and cover letters that really work
- Got an interview can you answer the tough questions?
- What not to wear to that interview
- Deal or no deal effective salary negotiations
- Networking and resources (websites)
- Your body language what are you really saying?

## Discover what is important to employers:

- Soft skills (work values)
- Communication skills
- Teamwork
- Business etiquette
- Time management

For more information and a schedule of workshops, call your local Workforce Center at 1-888-980- 9675