



December 2018

JTC Workshops Calendar

Register with the
Job Training Center

Phone: 530.529.7000
Hours: M-F, 9am-4:30pm
www.JobTrainingCenter.org

Mon	Tue	Wed	Thu	Fri
3.	4. Get Connected 10:00am-11:00am Cover Letter 2:00pm-3:00pm	5. Interview 2:00pm-3:00pm	6. Resume 10:00am-11:00am	7.
10. Winway Resume 10:00am-12:00pm Get Connected 2:00pm-3:00pm	11. Resume 9:00am-10:00am Interview 2:00pm-3:00pm	12. Job Search 10:00am-11:00am	13. Scholarship 9:30am-10:30am	14.
17.	18. Resume 2:00pm-3:00pm	19. Get Connected 10:00am-11:00am	20. Interview 11:00am-12:00pm	21.
24.	25. JTC Closed	26. JTC Closed	27. JTC Closed	28. JTC Closed
31. JTC Closed				

Get Connected Orientation – The best way to get started with JTC services is to attend a **Get Connected Orientation**. You will learn how to take advantage of services to reach your employment goals. This will be your time to get specific recommendations to meet your needs.

Career Direction

Each stage of job search can be difficult, even impossible without a clear direction of what job you are *really* looking for. Become familiar with local industry information, career assessment tools, and tips to gain a direction.

Job Search

When was the last time you had to look for a job? If it's been a while you may find things to be a bit different. Learn the five best and worst ways to job search, and begin developing a job search strategy

Cover Letter

Increase your chance of getting that job interview by writing an excellent cover letter. In this workshop you'll learn the do's and don'ts of writing a cover letter and what employers really want to see.

Resume Workshop

Learn what a modern resume looks like, the do's and don'ts of resume writing and how to best market your skills to an employer.

Interview Workshop

Learn how to prepare for an interview when you have no idea what the questions will be, become comfortable verbalizing your skills and learn to answer the question "tell me about yourself."

Scholarship Workshop

Learn how to apply for our educational scholarship, receive the application and review all of your questions with a staff member. This workshop is intended for individuals who have decided the school and program they plan to attend. If you are exploring options, please attend the Career Direction workshop.