

JOB SEARCH WORKSHOPS for  
 WORKSOURCE PORTLAND METRO  
 TUALATIN and CAPITAL CAREER CENTER  
 June 2009

Location Codes: CCC = CAPITAL Career Center, TU= WorkSource Tualatin See reverse side for addresses and contact information! ➡

Monday	Tuesday	Wednesday	Thursday	Friday
<b>June 1</b> <u>10:30-12:00 Interviewing Strategies* (Lonnie) – Conference Room B - TU</u> <u>12:00-1:00 Training Preparation Workshop* – Conference Room B -TU</u>	<b>June 2</b> <u>10:00-11:30 Networking Group* (Virginia) – Conference Room A/B – TU</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B – TU</u> <u>1:30-3:00 Basic Resume &amp; Cover Letter Workshop* (Thomas) – Conference Room A/B – TU</u>	<b>June 3</b> <u>9:30-11:00 High Tech Job Search Group (Becky) – RM 1540 – CCC</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>	<b>June 4</b> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B – TU</u> <u>3:00-5:00 Job Corps Info Session (Liz) - RM 1533 - CCC</u>	<b>June 5</b> <u>9:30-11:00 High Tech Job Search Group (Becky) - RM1540 - CCC</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>
<b>June 8</b> <u>10:30-12:00 Interviewing Strategies* (Meghan) – Classroom - TU</u>	<b>June 9</b> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u> <u>1:00-2:00 Job Search Workshop* (Marem) – Computer Lab – TU</u> <u>1:30-3:00 Basic Resume &amp; Cover Letter Workshop* (Thomas) – Conference Room A/B – TU</u>	<b>June 10</b> <u>9:30-11:00 High Tech Job Search Group (Becky) – RM 1540 – CCC</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>	<b>June 11</b> <u>10:00-11:30 Basic Resume Review Workshop* (Larisa) – Conference Room A/B - TU</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u> <u>3:00-5:00 Job Corps Info Session (Liz) - RM 1533 - CCC</u>	<b>June 12</b> <u>9:30-11:00 High Tech Job Search Group (Becky) - RM1540 - CCC</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>
<b>June 15</b> <u>10:30-12:00 Interviewing Strategies* (Tricia) – Classroom – TU</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>	<b>June 16</b> <u>10:00-11:30 Networking Group* (Virginia) – Conference Room A/B – TU</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u> <u>1:30-3:30 Advanced Resume Workshop* (Gayle) – Conference Room A/B - TU</u>	<b>June 17</b> <u>9:30-11:00 High Tech Job Search Group (Becky) – RM 1540 – CCC</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>	<b>June 18</b> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u> <u>3:00-5:00 Job Corps Info Session (Liz) - RM 1533 - CCC</u>	<b>June 19</b> <u>9:30-11:00 High Tech Job Search Group (Becky) - RM1540 – CCC</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>
<b>June 22</b> <u>10:30-12:00 Interviewing Strategies* (Lonnie) – Conference Room B – TU</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>	<b>June 23</b> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u> <u>1:00-2:00 Job Search Workshop* (Joan) – Computer Lab - TU</u> <u>1:30-3:30 Advanced Resume Workshop* (Gayle) – Conference Room A/B - TU</u>	<b>June 24</b> <u>9:30-11:00 High Tech Job Search Group (Becky) – RM 1540 - CCC</u> <u>10:00-11:30 Informational Interviewing Tape* (Virginia) – Conference Room B - TU</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>	<b>June 25</b> <u>9:30-11:00 Advanced Resume Review Workshop* (Gayle) – Conference Room A/B - TU</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u> <u>3:00-5:00 Job Corps Info Session (Liz) - RM 1533 - CCC</u>	<b>June 26</b> <u>9:30-11:00 High Tech Job Search Group (Becky) - RM1540 – CCC</u>
<b>June 29</b> <u>10:30-12:00 Interviewing Strategies* (Meghan) – Conference Room B – TU</u> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u>	<b>June 30</b> <u>12:00-1:00 Training Preparation Workshop* - Conference Room B - TU</u> <u>1:30-3:30 Basic Resume &amp; Cover Letter Workshop* (Mashelle) – Conference Room A/B - TU</u>			

**\* Participation in these workshops requires completion of the WorkSource Center welcome process. Please visit WorkSource Tualatin (or your closest WorkSource Center) to complete the Welcome process.**

## Workshop Descriptions

**RESUME:** Learn various techniques for developing a resume that is an effective marketing tool:

**Basic Resume & Cover Letter Workshop:** Learn the foundation skills for writing a generic resume and cover letter. This workshop is helpful for those who have never developed a personal resume/cover letter or for those who need a refresher course in these skills. Homework assignment given for Basic Resume Review Workshop.

**Basic Resume Review Workshop:** Pre-requisite is the Basic Resume & Cover Letter Workshop and the completion of homework assignment from Basic Resume & Cover Letter Workshop.

Participants' generic resumes will be reviewed by job-seeking peers and by the workshop facilitator. Participants will give and receive feedback on resumes in small groups.

**Advanced Resume Workshop:** This workshop is designed for those who already have a strong basic resume and wish to increase the effective marketing of their resumes. Review resume basics plus learn advanced techniques for targeting and customizing resumes for each job of interest. Homework assignment given for Advanced Resume Review Workshop.

**Advanced Resume Review Workshop:** Pre-requisite is Advanced Resume Workshop and the completion of homework from Advanced Resume Workshop. Participants' customized resumes will be reviewed by job-seeking peers and by the workshop facilitator. Participants will give and receive feedback on other resumes in small groups.

**HIGH TECH JOB SEARCH GROUP:** Weekly meetings to support individuals from high tech companies in the process of finding employment. Job search skills and job leads shared weekly.

**JOB SEARCH WORKSHOP:** Come to this workshop to learn more about iMatchSkills and Oregon Labor Market Information Systems and other job search websites.

**NETWORKING GROUP:** Meet twice monthly with other local job seekers. Network, share tips, techniques, job leads, and support.

**INTERVIEWING STRATEGIES:** Having the proper skills is crucial for landing any job. Knowing how to present those skills at a job interview is just as important. With strategies for preparing for job interviews and tips for handling challenging questions, this workshop will help you make a strong impression

**JOB CORPS INFO SESSION:** Job Corps has been helping young adults, ages 16-24, train today for tomorrow's jobs for over 25 years. Come attend this informational session and find out more about our program.

**TRAINING PREPARATION WORKSHOP:** This short workshop is designed to give an overview of train options offered through the WorkSource Center and beyond. If you are interested in learning skills for a new career or in brushing up on skills that you already have, come to this workshop to learn how WorkSource can help!

**Workshops begin on time; please arrive a few minutes early.  
Latecomers will not be admitted.**

<p><b>WorkSource Portland Metro Tualatin</b> 7995 SW Mohawk St., Tualatin, OR 97062 Phone: (503) 612-4200 <a href="http://www.WorksourcePortlandMetro.org">http://www.WorksourcePortlandMetro.org</a></p>	<p><b>WorkSource Portland Metro CAPITAL Career Center</b> 18624 NW Walker Rd., Beaverton, OR 97006 (Parking D or E lot) Phone: (503) 533-2713</p>
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**WorkSource Portland Metro is an Equal Opportunity Employer/Program.  
Auxiliary aids and services are available upon request to individuals with disabilities.**

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