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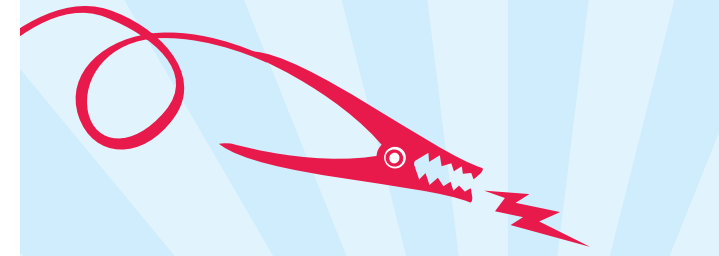
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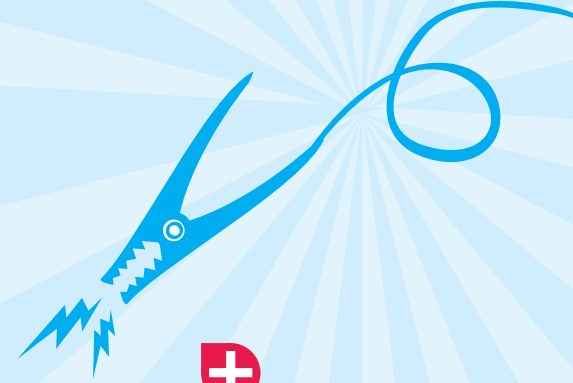
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Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/IDD at 542-0400. This notice is available in alternative media by request.



JUMPSTART YOUR SUCCESS



WINTER QUARTER CAREER DEVELOPMENT AND JOB SEARCH WORKSHOPS



Wednesday, January 14 • 2:00-4:00pm • W160
It's All About Me – Let Your Resume Do the Talking

Rick Perez-Employment Security

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. Meet with a staff member who will critique your resume and provide you with feedback. The "Write the Right Resume" worksheet is available in Student Employment upstairs in the HUB.

Friday, January 16 • 1:00-4:00pm • W160
Discover the Excellence in You - Dependable Strengths for the Internet

Bev Casey-Resource Center • Kamara Satterfield-Student Employment • Daphne Lightfoot-Student Employment

We all possess unique skills and abilities called "dependable strengths." Join us and explore your dependable strengths as we take you through a step-by-step process that allows you to discover your unique strengths by remembering and exploring good experiences. You will be able to identify your top strengths, determine a career pathway, and explore occupations.

Friday, January 23 • 9:00-11:00am • W165
It's All About Me – Let Your Resume Do the Talking

Rick Perez-Employment Security

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. Meet with a staff member who will critique your resume and provide you with feedback. The "Write the Right Resume" worksheet is available in Student Employment upstairs in the HUB.

Wednesday, January 28 • 2:00-3:15pm • W160
I'm Not Nervous – Interviewing With Confidence

Rick Perez-Employment Security • Daphne Lightfoot-Student Employment

Are you preparing to interview for a job, internship, or scholarship? Being able to handle an employment interview is a necessity. Learn helpful interviewing tips and practice your interviewing skills in a supportive and realistic environment. You will have the opportunity to do a mock interview with a staff member and receive on-the-spot feedback. You can also choose to do a mock interview while being taped.

Friday, February 6 • 9:00-10:30am • W165
It's All About Me – Let Your Resume Do the Talking

Rick Perez – Employment Security

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. Meet with a staff member who will critique your resume and provide you with feedback. The "Write the Right Resume" worksheet is available in Student Employment upstairs in the HUB.

Friday, February 6 • 10:45am-noon • W165
Prep for a Live Resume/One Minute Commercial at Career Expo

Rick Perez – Employment Security
WorkSource Columbia Basin

A Live Resume is a great opportunity for job seekers to "sell" their experiences, skills, strengths, and qualifications to a room full of potential employers, many of which have current job openings and hiring needs! Each job seeker gets approximately one minute in front of the room to explain why an employer should hire them.

Wednesday, February 11 • 2:00-3:15pm • W160
Hi, I'm Here to Apply – Filling Out Job Applications to Get You Noticed

Rick Perez-Employment Security • Daphne Lightfoot-Student Employment

You will complete a mock job application and score yourself as the presenter discusses each entry, its importance, and significance. Learn what information you absolutely need to be prepared to give a prospective employer. Hear what employers look for.

Friday, February 13 • 9:00-10:30am • W165
It's All About Me – Let Your Resume Do the Talking

Rick Perez – Employment Security

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. Meet with a staff member who will critique your resume and provide you with feedback. The "Write the Right Resume" worksheet is available in Student Employment upstairs in the HUB.

Friday, February 13 • 10:45am-Noon • W165
Prep for a Live Resume/One Minute Commercial at Career Expo

Rick Perez – Employment Security
WorkSource Columbia Basin

A Live Resume is a great opportunity for job seekers to "sell" their experiences, skills, strengths, and qualifications to a room full of potential employers, many of which have current job openings and hiring needs! Each job seeker gets approximately one minute in front of the room to explain why an employer should hire them.

Friday, February 27 • 9:00-11:00am • W165
It's All About Me – Let Your Resume Do the Talking

Rick Perez – Employment Security

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. Meet with a staff member who will critique your resume and provide you with feedback. The "Write the Right Resume" worksheet is available in Student Employment upstairs in the HUB.

Wednesday, March 4 • 2:00-4:00pm • W160
It's All About Me – Let Your Resume Do the Talking

Rick Perez – Employment Security

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. Meet with a staff member who will critique your resume and provide you with feedback. The "Write the Right Resume" worksheet is available in Student Employment upstairs in the HUB.

Friday, March 6 • 9:00-11:00am • W165
JOB SEARCH TECHNIQUES

Rick Perez – Employment Security

I haven't had to look for a job until now. Why won't employers hire me? I fill out tons of applications, but I never get an interview. If this sounds familiar, then the Job Search Techniques workshop is for you! This workshop approaches the job search from a marketing and advertising approach in addressing topics of our skills and employers' needs, networking, applications, interviews, resumes, cover letters, and phone calls.

Friday, March 13 • 9:00-11:00am • W165
Scannable Resume Fundamentals – How to Write Text Resumes

Rick Perez – Employment Security

The purpose of a text-based or scannable resume is the same as that of a traditional resume – to help you find a job! The design and format of a text resume is quite different from a traditional resume. It's vital for job-seekers to know how to prepare a text resume.

Wednesday, March 18 • 2:00-3:15pm • W160
Wrap Your Resume in Style - Cover Letters, Thank You Notes, and Other Things

Rick Perez – Employment Security

If you're looking for some insight into what else you should send with your resume, this workshop is for you. A single, bland, one-size-fits-all cover letter is a common mistake. Take home a tip sheet for correspondence basics.

Friday, March 20 • 9:00-11:00am • W165
It's All About Me – Let Your Resume Do the Talking

Rick Perez – Employment Security

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. Meet with a staff member who will critique your resume and provide you with feedback. The "Write the Right Resume" worksheet is available in Student Employment upstairs in the HUB.