

Free Workshops

Employment Skills Series

Every Wednesday 9:30 a.m.-10:30 a.m.

Anaheim Campus & Wilshire Center
Learning Center, Room 140

Learning Center, Room 105

Job Search Strategies

- Networking
- Employer research
- Resources

Internet Job Search:

- Selecting the right websites
- Effectively using your time online

Resume Writing

- Items to include on a resume
- Using a resume template in Microsoft Word

Job Application Completion

- Setting up e-mail for employment communication
- Applying directly through the employer website
- Scanning documents

Interview Skills & Skype

- How to answer the most common interview questions
- Tips for interviewing via Skype

Workshops Start Wednesday, January 25, 2017

Please check with the Learning Center for specific workshop dates