

# Job Seeking Skills Workshops

## July 2018

★ **Midvale Employment Center**  
7292 S. State St. • Midvale

Register for reserved seating.  
Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at [jobs.utah.gov](http://jobs.utah.gov), or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
July 9, 23	1:00 PM–3:30 PM
INTERVIEWING SKILLS:	
July 10, 26	1:00 PM–3:30 PM
JOB SEARCH STRATEGIES:	
July 12, 30	1:00 PM–3:30 PM
PROFESSIONALISM IN THE WORKPLACE:	
None	
*LINKEDIN:	
July 11, 18	1:00 PM–3:30 PM
Life Skills	
BUDGETING AND CREDIT:	
Budgeting - None Credit - None	
FOOD SENSE - USU EXTENSION:	
None	
FINDING HEALTHY RELATIONSHIPS – HOW TO AVOID A JERK OR JERKETTE	
None	
STRENGTHENING THE COUPLE RELATIONSHIP:	
None	
PARENTING WITH LOVE AND LOGIC:	
July 19	9:00 AM–4:00 PM

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

**JOB SEARCH STRATEGIES:** Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

**PROFESSIONALISM IN THE WORKPLACE:** Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

**LINKEDIN:** Introduce yourself to your next employer with LinkedIn. You will learn how to create a powerful LinkedIn Profile in 4 steps.  
*\*Prerequisite — must have an email address.*

**BUDGETING AND CREDIT:** Learn how to budget, save, repay debt and build credit.

**FOOD SENSE - USU EXTENSION:** Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

**FINDING HEALTHY RELATIONSHIPS – How to Avoid a Jerk or Jerkette:** For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

**STRENGTHENING THE COUPLE RELATIONSHIP:** Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

**PARENTING WITH LOVE AND LOGIC:** Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.



*Equal Opportunity Employer/Program*  
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

[jobs.utah.gov](http://jobs.utah.gov)

