

# Job Seeking Skills Workshops

## January – December, 2017



Register for reserved seating. Walk-ins welcome.

★ Cedar City Employment Center  
176 E. 200 N. • Cedar City

- 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.

For more information, please call toll free: 1-866-435-7414, visit [jobs.utah.gov](http://jobs.utah.gov) or come to DWS at 176 E. 200 N. • Cedar City, Utah

<b>Job Seeking Skills</b>
<b>RESUMÉ WRITING - 9:30 AM–11:00 AM:</b> Every Tuesday
<b>INTERVIEWING SKILLS - 9:30 AM–11:00 AM:</b> Every Wednesday
<b>JOB SEARCH STRATEGIES - 9:00 AM–10:00 AM:</b> Every Thursday
<b>BUDGETING - 2:00 PM–3:00 PM:</b> Every other Friday
<b>EMPLOYMENT ESSENTIALS - 2:00 PM–4:30 PM:</b> Every other Friday

**RESUMÉ WRITING:** Learn to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. Receive resumé cover letter examples to assist in writing and designing personal career documents.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market skills and answer questions to gain an edge in the interviewing process to land that job.

**JOB SEARCH STRATEGIES:** Learn about networking, using online resources and identification of your skills to help you land that perfect job.

**BUDGETING:** Learn basic budgeting and how to get your finances back on track after a financial crisis. Topics include budgeting, repaying debt, building and rebuilding credit, savings and emergency savings and steps to build retirement savings.

**EMPLOYMENT ESSENTIALS:** An overview of all our skills workshops. Perfect for the job seeker on a time crunch. Topics include overviews of basic resumé writing, interviewing, networking and job search strategies.

Workforce Services • [jobs.utah.gov](http://jobs.utah.gov) 

*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.