

Job Seeking Skills Workshops

July - December, 2018

★ **Manti Employment Center**
55 S. Main Suite #3 • Manti, Utah

Register for reserved seating. Walk-ins welcome.



For more information, please call 435-835-0720, visit jobs.utah.gov or come to DWS at 55 S. Main Suite #3 • Manti, UT.

- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

RESUMÉ WRITING:	
July 3, 17, 31	10:00 AM–12:00 PM
July 10	1:00 PM–3:00 PM
July 24	Holiday - No workshop
August 7, 21	1:00 PM–3:00 PM
August 14, 28	10:00 AM–12:00 PM
September 4, 18	1:00 PM–3:00 PM
September 11, 25	10:00 AM–12:00 PM
October 2, 16, 30	1:00 PM–3:00 PM
October 9, 23	10:00 AM–12:00 PM
November 6, 20	10:00 AM–12:00 PM
November 13, 27	1:00 PM–3:00 PM
December 4, 18	10:00 AM–12:00 PM
December 11	1:00 PM–3:00 PM
December 25	Holiday - No workshop
INTERVIEWING SKILLS:	
July 4	Holiday - No workshop
July 11, 25	10:00 AM–12:00 PM
July 18	1:00 PM–3:00 PM
August 1, 15	1:00 PM–3:00 PM
August 8, 22	10:00 AM–12:00 PM
September 5, 19	10:00 AM–12:00 PM
September 12, 26	1:00 PM–3:00 PM
October 3, 17	10:00 AM–12:00 PM
October 10, 24	1:00 PM–3:00 PM
November 7, 21	1:00 PM–3:00 PM
November 14, 28	10:00 AM–12:00 PM
December 5, 19	1:00 PM–3:00 PM
December 12, 26	10:00 AM–12:00 PM

RESUMÉ WRITING: Learn how to write and design an effective resumé that will get you an interview. Receive resumé and cover letter examples to assist in completing your personal career documents.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.



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

