

Job Search Workshops

FREE

Job search skills are your key to a rewarding career!

Designed to help you master your resume, interviewing skills and other job-search strategies, Foothill's **free, 60-minute job search workshops** will give you the skills and resources to powerfully communicate to employers that you are the ideal candidate to hire.

- Create a resume that tells employers about your knowledge, skills and experience.
- Write a resume that stands out from the competition.
- Learn to convey confidence and professionalism in every job interview.

**Wednesdays,
February 3–March 9
in Room 1943**

Located in building 1900; enter through Room 1944. Advance sign-up is not required.



2/3	12 PM	Workplace Basics	2/24	12 PM	Emotional Intelligence
2/3	1:30 PM	Introduction to Job Search	2/24	1:30 PM	Effective Interviewing Skills
2/10	12 PM	Time Management	3/2	12 PM	Habits of the Mind (Part I)
2/10	1:30 PM	Writing an Effective Resume	3/2	1:30 PM	Social Media Tools
2/17	12 PM	Professional Culture	3/9	12 PM	Habits of the Mind (Part II)
2/17	1:30 PM	Effective Cover Letters	3/9	1:30 PM	Mastering the Informational Interview