

WORKSHOP SESSIONS

www.workintexas.com

Workforce Solutions Rural Capital Area
575 Round Rock West Drive, Suite H-240
Round Rock, TX 78681
512-244-2207








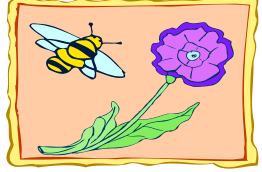

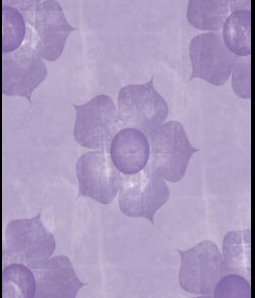
www.texasworkforce.org

Telecommunications devices for the deaf (TDD):
Users can communicate with TWC offices by using
Relay Texas. Those numbers are:
1-800-735-2989 (TDD) or
1-800-735-2988 (Voice)

<http://www.workforcesolutionsrca.com/>

An Equal Opportunity Employer/Program
Auxiliary aids and services are available upon
request to individuals with disabilities

May 2012

Monday	Tuesday	Wednesday	Thursday	Friday
	1 1-3 What Job Is Right for You? – An Introduction to Discovering the Right Job (conference room) 	2 1-3 Part I: Writing an Effective Resume (conference room) 	3 	4 10-11:30 Orientation and Improving Your WorkInTexas Application Workshop (conference room)
7 9-10:30 Part I: Preparing for Job Interviews (conference room) 11-12:30 Exploring Your Educational Options (conference room)	8 2:30-4:30 Reservations Required for Part II: Follow-up Resume and Cover Letter Reviews (conference room) 	9 1:30-3 The Write Stuff: Cover Letters, References, and Thank-You Notes (conference room)	10 	11 10-11:30 Orientation and Improving Your WorkInTexas Application Workshop (conference room)
14 10-12 Reservations Required for Part II: Job Interview Practice Session (conference room)	15 10:30-12:30 Reservations Required for Career Alternatives in Franchise Ownership (training room) 4-7 Job Fair for Young Adults Ages 17-21 (conference room)	16 1-3 Part I: Writing an Effective Resume (conference room) 	17 	18 10-11:30 Orientation and Improving Your WorkInTexas Application Workshop (conference room)
21 10-12 What Job Is Right for You? – An Introduction to Discovering the Right Job (conference room)	22 2:30-4:30 Reservations Required for Part II: Follow-up Resume and Cover Letter Reviews (conference room)	23 1-2:30 Overcoming Background Check Concerns (conference room)	24 	25 10-11:30 Orientation and Improving Your WorkInTexas Application Workshop (conference room)
28 Center Closed for Memorial Day Holiday	29 	30 1-3 Part I: Writing an Effective Resume (conference room) 	31 	

See your home page at www.workintexas.com for more workshops and/or Job Fairs!

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WORKSHOP DESCRIPTIONS

NO RESERVATIONS:

Exploring Your Educational Options - An overview of how to assess your educational options and various funding sources, including grants, scholarships, loans, Capital IDEA and federal programs.

Orientation and Improving Your WorkInTexas Application - Discover ways to improve your www.workintexas.com application to get better and more effective job matches. Center Services are also discussed.

Overcoming Background Check Concerns - Find out how to overcome barriers to employment because of felonies, misdemeanors, poor credit history, or other challenges. The session covers completing resumes and applications, and answering difficult questions during job interviews.

Part I. Preparing for Job Interviews - Learn how to turn a job interview into a job offer by knowing what employers consider when they meet with applicants. This session addresses what to wear to interviews, how to answer difficult questions and ways to negotiate salary.

Part I. Writing an Effective Resume - An overview of how to write effective resumes. Helpful for those who are updating a resume or creating their first resume. Learn to customize your resume for different jobs and increase your chances of an interview.

The Write Stuff: Cover Letters, References, and Thank-You Notes - This workshop focuses on written communication beyond the resume. Learn how to write compelling cover letters and thank-you notes, and find out all you need to know about references.

What Job is Right for You? - This session provides an overview of the career decision-making process and sources of labor market information. Resources will be available to explore occupations that match up with your skills, interests, values, and personality.

RESERVATIONS REQUIRED:

Career Alternatives in Franchise Ownership - Join Kyle DeHaas of FranNet as he discusses how to determine whether franchise ownership is the right career path for you. Please call or email Kyle DeHaas at kyled@frannet.com or (512) 560-6984 to register.

Part II. Follow-Up Resume and Cover Letter Review - After attending Part I. Writing an Effective Resume, email your updated resume to melissa.totah@ruralcapital.net or drop it off at the front desk to reserve a spot. **Please submit your resume by 1:00 the previous Monday**, and you will have about 15 minutes of time to discuss your individual resume with staff.

Part II. Job Interview Practice Session - Reservations are required for this practice session to improve your interview skills. After attending Part I. Preparing for Job Interviews, email a resume and job posting of interest to nancy.bishop@ruralcapital.net to reserve a spot.