

Plan your career right.

# CAREER SUCCESS SERIES SPRING 2019

## *Schedule*

- Resume & Cover Letter Writing Workshop  
Mon, March 4 11:30am-12:30pm Room: 132
- Job Search & Career Fair Prep Workshop  
Wed, March 27 12:00pm-12:45pm Room: 132
- Anoka County Career Fair  
Wed, April 10 10:00am-2:00pm Anoka Tech
- Interviewing Skills Workshop  
Wed, April 17 12:00pm-12:45pm Room: 251
- Resume Reviews & Job Search Resources  
Tues, April 23 11:00am-2:00pm Cafeteria
- Workplace Professionalism & Managing Transitions  
Thurs, April 25 10:00am-10:45am Room: 250

*Descriptions on page 2*

# Descriptions:

## Spring 2019 Career Success Series

All workshops are facilitated by an experienced employment counselor from the Anoka County CareerForce Center.

### **Resume and Cover Letter Writing Workshop**

**Mon, March 4 11:30am-12:30pm Room: 132**

Learn how to draft a resume, or improve your existing resume. Other things you will learn include: using key words, resume style, writing strong statements, and other tips and techniques to help you get noticed. Also, you'll learn what a cover letter is, and how to format a cover letter. Bring a paper copy of your resume, and a current job posting of interest.

### **Job Search and Career Fair Prep Workshop**

**Wed, March 27 12:00pm-12:45pm Room: 132**

This workshop will cover essential information on effective job search methods and provides hands-on learning. Topics include: working with recruiters, researching companies, job boards, social media, networking, and how to interact with employers at a Career Fair.

### **Anoka County Career Fair**

**Wed, April 10 10:00am - 2:00pm Anoka Technical College**

Come prepared to network with 200 employers from a variety of industries. Bring resumes, dress professionally, practice your introduction, and be prepared to ask questions and speak about your career goals.

### **Interviewing Skills Workshop**

**Wed, April 17 12:00pm - 12:45pm Room: 251**

Get tips and techniques for managing interviews (phone, one-on-one, and panel interviews). Get advice on body language, behavioral interview questions (these are tricky!), attire, and learn common questions. Develop your interview skills to be more effective by practicing answers to tough questions in a safe learning environment.

### **Resume Reviews & Job Search Resource Table**

**Tues, April 23 11:00am - 2:00pm Cafeteria**

Stop by the table set-up in the cafeteria for one-on-one assistance! Bring your resume for advice, ask questions about the job search process, bring a job posting for advice during the application process, or grab a variety of resources and handouts available at the table. An employment counselor will help with any job search related question that you might have!

### **Workplace Professionalism and Managing Transitions Workshop**

**Thurs, April 25 10:00am - 10:45am Room: 250**

This workshop will inform students about behavior expectations in today's workplace. The workshop will cover appearance, time management, attitude, written and verbal communication, social media presence, addressing conflict, and more. In addition, you will learn tips about managing personal change and preserving during challenging times.

Students do not need to RSVP. Come to any event, or all!

Questions? Contact Christa Hayes [chayes@anokatech.edu](mailto:chayes@anokatech.edu), 763-576-4008



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