

Tompkins



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*Partners Working Together...*  
*Making Your Employment Connection*  
*For Today & Tomorrow*

April 2018

8:30 a.m. – 4:30 p.m. Monday through Friday

171 E. State St./Martin Luther King Jr. St., Center Ithaca, Suite 241, Ithaca, NY 14850

Phone: (607) 272-7570 Ext. 118, Fax: (607) 272-2835

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 Open Computer Lab 10:00 – 11:00 a.m.	5 Professional Opportunity Developers 9:00 – 11:00 a.m. (SEE BACK) ----- World of Skills Job Fair Held at the Hotel Ithaca 3:00 – 6:00 p.m.	6
9	10	11	12	13
16	17 Making Your Resume on the Computer Workshop 9:00 – 11:00 a.m.	18	19 Professional Opportunity Developers 9:00 – 11:00 a.m. (SEE BACK) ----- Civil Service Workshop 10:00 – 11:00 a.m.	20
23	24	25 Ithaca College Meet the Employer 1:00 – 2:30 p.m.	26 Conquering the Interview Workshop 1:00 – 3:00 p.m.	27
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All workshops are offered at no cost to you and will be held at the Career Center unless otherwise indicated. However, space is limited and registration is required. Please call (607) 272-7570 ext. 118, or register at the front desk. Tompkins Workforce is an Equal Opportunity Employer/Employment Service.

View all New York State Career Center Events at:

[www.labor.ny.gov](http://www.labor.ny.gov) then Individuals/Job Seekers/Career Events

## APRIL 2018 WORKSHOP DESCRIPTIONS

### **Open Computer Lab: Wednesday, April 4th from 10:00 – 11:00 a.m.**

Need help completing an online application? Attaching a resume from your flash drive? Or even completing an online job search? Sign up for an Open Computer Lab hour to receive individual computer support.

### **Professional Opportunity Developers: Thurs., April 5th from 9:00 - 11:00 a.m.: Telling Your Story in Less than a Minute, with Steve Moolin**

Whether you're someone looking for a job or you're a business owner looking for new clients, you've likely been told "You've got to network!" We may know this is true and yet we may think: "Oh no, network! I can't talk to people. I don't know where to start!" Start with this workshop and learn how you can create a meaningful message that you can deliver in less than a minute - the kind of message that prompts someone to want to know more - not catchy or cliché, just true and very clear. Join us for a highly interactive session to write and then deliver a story that's true, memorable, and yours.

### **Professional Opportunity Developers: Thursday, April 19<sup>th</sup> from 9:00 – 11:00 a.m. Current Trends in Job Searching:**

Join our staff and your professional peers to discuss new trends that may impact your job search as you move forward. Staff will share current news articles and invite discussion amongst participants.

### **The World of Skills Job Fair at the Hotel Ithaca (formerly the Holiday Inn), 222 S. Cayuga St., Ithaca: Thursday, April 5<sup>th</sup> from 3:00 – 6:00 p.m.**

Local employers will attend offering a wide range of employment possibilities.

### **Making Your Resume on the Computer Workshop: Tuesday, April 17<sup>th</sup> from 9:00 – 11:00 a.m.**

**For beginner to intermediate computer users** (must be somewhat comfortable with using a mouse and a keyboard). Learn the tricks of making your resume when using a program like Microsoft Word or Google Docs. Want to make certain things pop? Want to learn how to edit without redoing the whole thing? Not sure how to save or email your document? Then this workshop is for you! *Please note, this is NOT a resume writing workshop. You are encouraged to bring your own resume to work on, but we will not be building resumes from scratch. If you do not have a resume yet, the workshop will provide examples with which you can practice, or schedule a 1-on-1 appointment with a counselor.*

### **Civil Service Workshop: Thursday, April 19<sup>th</sup> from 10:00 – 11:00 a.m.**

Learn how to look up exam and vacancy information for various forms of government. We'll look at the application process and provide an understanding of navigating the process.

### **Ithaca College Meet the Employer Session: Wed., April 25<sup>th</sup> from 1:00 – 2:30 p.m.**

An Ithaca College Human Resources representative will discuss job search tips, application process and general info about working at Ithaca College.

### **Conquering the Interview Workshop: Thursday, April 26<sup>th</sup> from 1:00 – 3:00 p.m.** Preparing for your job interview can be a challenge. This workshop will teach you: what to expect during, how to research and prepare prior, how to follow up after, and how to avoid common problems during an interview.