

# Employment Readiness Workshops

## Interviewing Skills

Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness.

**Provo Center:** First Monday of every month from 9-Noon and 2-5pm.

**American Fork Center:** First Tuesday of every month from 2-5pm.

**Spanish Fork Center:** Every Thursday from 9-2pm.

**Heber Center:** First Thursday of every month from 9-noon.

## Resume Writing

Learn how to write and design a cutting-edge resume and cover letter or "power-up" a current resume to get that interview! This workshop is designed for customers who are READY to write a resume and start actively job searching.

**Provo Center:** Second Monday of every month from 9-Noon and 2-5pm.

**American Fork Center:** Second Tuesday of every month from 2-5pm.

**Spanish Fork Center:** Every Wednesday from 9-Noon.

**Heber Center:** First Thursday of every month from 1-4pm.

## Job Searching with Technology

Learn tools & tips to navigate a successful online job search, including use of electronic job boards, online applications, & sending/posting resumes.

**Provo Center:** Third Monday of every month from 9-Noon and 2-5pm.

**American Fork Center:** Third Tuesday of every month from 2-5pm.

**Spanish Fork Center:** Every Tuesday from 9-2pm.

**Heber Center:** Third Thursday of every month from 9-noon.

## Refocusing Employment Skills

Identify knowledge, skills and abilities from work, education and life. Learn to package qualifications to effectively market yourself and CREATE new employment opportunities.

**Provo Center:** Fourth Monday of every month from 9-Noon and 2-5pm.

**American Fork Center:** Fourth Tuesday of every month from 2-5pm.

**Spanish Fork Center:** Every Monday from 9-2pm.

**Heber Center:** Third Thursday of every month from 1-4pm.

**\*\*\*To Register for Provo or American Fork Workshops: Call 801-342-2655\*\*\***

**\*\*\*To register for Wasatch County Workshops: Call 435-654-6520\*\*\***

**\*\*\*To register for Spanish Fork Workshops: Call 801-794-6657\*\*\***

**\*\*Register for work online at [jobs.utah.gov](http://jobs.utah.gov) prior to attending workshop\*\***

**\*\*Workshops start promptly. Late-comers will be asked to re-schedule to another day\*\***

### Employment Center Addresses:

American Fork Employment Center  
751 East Quality Drive Suite 100  
American Fork, UT 84003

Spanish Fork Employment Center:  
1185 North Chappel Drive  
Spanish Fork, UT 84660

Provo Employment Center:  
1550 North 200 West  
Provo, UT 84604

Heber Employment Center:  
69 North 600 West Suite C  
Heber City, UT 84032

