Job Seeking Skills Workshops

November - December, 2015

Manti Employment Center
55 S. Main Suite #3 • Manti, Utah

Register for reserved seating. Walk–ins welcome.

- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call 435-835-0740, visit jobs.utah.gov or come to DWS at 55 S. Main Suite #3 • Manti, UT.

RESUMÉ WRITING:	
Nov 2, 9, 23, 30	1:00 PM–3:00 PM
Nov 18	10:00 AM–12:00 PM
Dec 8, 21, 28	1:00 PM–3:00 PM
Dec 16	10:00 AM–12:00 PM
INTERVIEWING SKILLS:	
Nov 4	10:00 AM–12:00 PM
Nov 13, 20	1:00 PM–3:00 PM
Dec 2	10:00 AM–12:00 PM
Dec 11, 18, 23, 30	1:00 PM–3:00 PM

RESUMÉ WRITING: Learn how to write and design an effective resumé that will get you an interview. Receive resumé and cover letter examples to assist in completing your personal career documents.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.