

# Job Seeking Skills Workshops

## November 2018

★ **Tooele Employment Center**  
305 N. Main Street • Tooele

Register for reserved seating.  
Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to [jobs.utah.gov](http://jobs.utah.gov) and click on "Sign In" and "my Job Search" on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don't already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
<b>RESUMÉ WRITING:</b>	
Nov 6	1:00 PM–3:30 PM
<b>INTERVIEWING SKILLS:</b>	
Nov 20	1:00 PM–3:30 PM

**RESUMÉ WRITING:** Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

**INTERVIEWING SKILLS:** Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.



*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.

americanjobcenter

[jobs.utah.gov](http://jobs.utah.gov)