

# August 2012 Workshop Schedules

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
29	<b>July 30</b> <b><u>Introduction to Computers</u></b> 9:30 - 11:30 AM	<b>July 31</b> <b><u>Virginia Workforce Connection</u></b> 9:30 - 11:30 AM	<b>August 1</b> <b><u>Résumés for Today's Jobs</u></b> 9:30 - 11:30 AM	<b>August 2</b> <b><u>Your Interview for Today's Jobs</u></b> 9:30 - 11:30 AM	3	4
5	<b>Aug 6</b> <b><u>Introduction to Computers</u></b> 1:30 - 3:30 PM	<b>Aug 7</b> <b><u>Virginia Workforce Connection</u></b> 1:30 - 3:30 PM	<b>Aug 8</b> <b><u>Résumés for Today's Jobs</u></b> 1:30 - 3:30 PM	<b>Aug 9</b> <b><u>Your Interview for Today's Jobs</u></b> 1:30 - 3:30 PM	10	11
12	13	14	15	16	17	18
19	<b>Aug 20</b> <b><u>Introduction to Computers</u></b> 9:30 - 11:30 AM	<b>Aug 21</b> <b><u>Virginia Workforce Connection</u></b> 9:30 - 11:30 AM	<b>Aug 22</b> <b><u>Résumés for Today's Jobs</u></b> 9:30 - 11:30 AM	<b>Aug 23</b> <b><u>Your Interview for Today's Jobs</u></b> 9:30 - 11:30 AM	24	25
26	27	28	29	30	31	

Please call to reserve a place in workshops – space may be limited! (757) 302-2029  
You must be registered with Job Services at the VEC – Registration is free at [WWW.VAWC.Virginia.gov](http://WWW.VAWC.Virginia.gov)



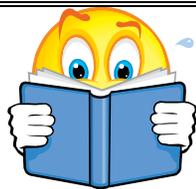
VEC Where the “E” stands for Employment

Eastern Shore Workforce Center  
25036 Lankford Highway  
Onley, VA 23418  
(757) 302-2029

### Free Employment Workshops

#### Introduction to Using Computers

- Practical Guide to Computers
- One Session workshop
- Understanding the Computer
  - Hardware
  - Software
  - Mouse
  - Keyboard
- Internet Explorer & VEC Web Site
  - Registering for Job Services
  - Logging In
- Tips for Using Search Engines
  - What to watch out for
  - Searching For Jobs



### Virginia Workforce Connection

- Registering – logging in
- Analyzing Work Skills
- Background Wizard
  - Personal Data – contact info
  - Education and Work History
- Using the Résumé Builder
  - Creating New Résumé
  - Customizing Résumé
  - Copy Existing Résumé
  - Uploading Résumé from Word
  - Emailing Résumé
- Job Search
  - Methods and Strategies
  - Virtual Recruiter
  - Applying for Jobs Online
    - Preferred and External
- State of Virginia Job Site

### Résumé for Today's Job Market

- Different Types of Résumés
  - Chronological
  - Functional
  - Combination
- Customizing Résumé to a specific Job Application – “Target”
- Creating a Résumé in VWC
- Copy/Modify Formatting

- Save to external media (USB Drive)
- Uploading from other sources
- Emailing resume

### Your Interview for Today's Job: Marketing Yourself

- How to Get the Interview
- Preparing for the Interview
  - Physically – body language, dress for success
  - Mentally – feeling confident
- Making a good First Impression
- Asking Questions
- After the Interview
  - Follow up
- Handling the possible “NO”

- You MUST be registered in the Virginia Workforce Connection Web Site to attend these sessions

[www.vawc.virginia.gov](http://www.vawc.virginia.gov)

- 25036 Lankford Highway, Onley VA 23418
- Class size is limited – please call in advance to sign up!

**(757) 302-2029**