



**CAYUGA WORKS CAREER CENTER and
 NYSOL Division of Employment Services
 199 Franklin Street, Suite 204
 Auburn, NY 13021**



WORKSHOP SCHEDULE

May 2011

1. Please call 315-253-1590 to reserve your spot in the workshop(s) of your choice.
2. **If you cannot attend your selected workshop, please call to cancel or reschedule.**
3. Resume critique available. You may leave your resume at the front desk or e-mail it directly to Stephen.Klein@labor.ny.gov and he will review it and contact you directly.

Resume Writing for Today's Job Market

Do you need a resume for your job search? Does your resume need updating for today's job market? Attend this workshop and learn to impress potential employers and gain that important interview.

5/9	Resume Writing	9:00 – 11:00 AM	R223
5/24	Resume Writing	9:00 – 11:00 AM	R223

Job Searching in the 21st Century

Are you looking for jobs the 'old-fashioned' way? Not finding what you are looking for in the classifieds or on those internet sites? Attend this workshop and learn new approaches to landing a new job.

5/10	Job Searching in the 21st Century	9:00 – 11:00 AM	R223
5/27	Job Searching in the 21st Century	9:00 – 11:00 AM	R223

Your Interviewing Skills: A Key to Employment

Are your interviewing skills rusty? Has it been years since you last interviewed or are your interviews not resulting in jobs? Attend this workshop to enhance your ability to earn a job offer.

5/11	Your Interviewing Skills: A Key to Employment	9:00 – 11:00 AM	R223
5/31	Your Interviewing Skills: A Key to Employment	9:00 – 11:00 AM	R223

Cover Letter Writing

Did you know you need a letter every time you send your resume to a potential employer? Are you confused about what to write in your cover letter? Attend this workshop and learn how to convey your experiences to gain an interview.

5/13	Cover Letter Writing	1:00 – 3:00 PM	R208
5/25	Cover Letter Writing	10:00 – 12:00 NOON	R208

Civil Service: A Pathway to a Rewarding Career

Did you know that different levels of government hire individuals from literally hundreds of different occupations, from Accountant to Zoologist? Are you curious about the civil service process? Attend this workshop and learn how it could lead to a rewarding career.

5/16	Civil Service: A Pathway to a Rewarding Career	9:00 – 11:00 AM	R208
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When I 'grow up' I want to be a

Are you seeking a new career direction? Interested in exploring new career paths? Attend this workshop and begin the process of identifying new opportunities for a satisfying career.

5/17	When I "grow up" I want to be a ...	10:00 – 12:00 NOON	R208
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Transferable Skills and Your New Career

Want a new career with your current skills? Interested in knowing how your current skills qualify you for other occupations and what they might be? Attend this workshop and identify your current transferable skills and how many other occupations need them.

5/18	Transferable Skills and Your New Career	10:00 – 12:00 NOON	R208
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