





Mon	Tue	Wed	Thu	Fri
			1	2 2:00 p.m. — 3:30 p.m. Computer Basics
5 9:00 a.m. — 11:00 a.m. MI Works! Orientation	6	7	8 2:00 p.m. — 3:00 p.m. Career Connection 3:30 p.m. — 4:30 p.m. 15 Minute Interviews	9 2:00 p.m. — 3:30 p.m. Computer Basics
12 2:00 p.m. — 4:30 p.m. Résumé Revival	13 9:30 a.m. — 10:30 a.m. 15 Minute Interviews 1:30 p.m. — 2:30 p.m. *Veteran Networking Job	14	15	16 2:00 p.m. — 3:30 p.m. Computer Basics
19 9:00 a.m. — 11:00 a.m. MI Works! Orientation	20	21	22 2:00 p.m. — 3:00 p.m. Career Connection 3:30 p.m. — 4:30 p.m. 15 Minute Interviews	23 2:00 p.m. — 3:30 p.m. Computer Basics
26 9:00 a.m. — 11:30 a.m. Résumé Revival	27 9:30 a.m. — 10:30 a.m. 15 Minute Interviews	28  "Like Us" facebook.com/northwestmichiganworks	29	30 2:00 p.m. — 3:30 p.m. Computer Basics



Traverse City Michigan Works! Workshop Descriptions

Cover Letter Workshop

Learn the ins and outs of writing a basic cover letter. How to highlight your qualifications and tailor them to the specific skills each position that you are applying for based on the employer's job description.

Career Connection in the Career Café

Network with other job seekers and area professionals to share tips and tools for your career search. Discuss local employment opportunities with our Business Liaisons and learn to improve job search skills with our Career Facilitators. Don't miss this unique event on select Thursdays at 2:00pm!

Computer Basics Workshop

Job search can seem very difficult when you aren't sure how to navigate a computer. Come and learn the basics you need to do job search and to fill out online applications.

Career Journey

Looking to change your career path or not sure how to start your job search? We will use [kuderjourney®](#) to assess your interests, skill-sets, and values to discover the career path that is right for you.

PowerPath Assessment

Complete five easy screenings to identify strengths and challenges that you may have with your hearing, vision, and/ or attention abilities. Learn some tips, tools, or resources for meeting those potential barriers. Enjoy the new found confidence you will feel once you discover how to overcome challenges that you may or may not have been aware of.

Résumé Revival

New to résumé writing or just getting back in to the swing of things? Learn the nuts and bolts of an effective résumé and cover letter. We will help you find the style that fits you best and provide some insight in to an employer's perspective.

15 Minute Interview Workshop

Interviews are a crucial component in securing a job! Haven't interviewed in a while? Nervous about the process? Come practice with our Career Facilitators. We'll practice your pitch, prepare for difficult questions, and learn the employer's perspective.

NEW! *Veteran Networking Job Club

Veterans will receive assistance and learn about transferability of military skills to civilian skills, job search, cover letter, resume, and interviewing development; Priority of Service for veterans at Michigan Works; 24 hour job holds for veterans; and networking opportunities with other veterans.

MI Works! Orientation

This workshop introduces you to the services Michigan Works has to offer. It helps you connect with employers on the statewide Pure Michigan Talent Connect website. You will learn how to create a professional profile. We will show you how to use the website to find the type of work you are looking for. And start a basic online résumé or upload one that you have already created.

WORKKEYS® Assessment

Gauge your readiness to enter job training or postsecondary education with this thorough assessment. Appreciating your strengths and understanding your opportunities for improvement are some of the first steps in professional growth.