career café

learn. network. energize.

November 2017 Workshops

Traverse City Michigan Works!

1209 S. Garfield Avenue

Northwest MICHIGAN WORKS!

Connecting You to Opportunities

Mon	Tue	Wed	Thu	Fri
30 ***2:00 — 4:30 p.m.*** Résumé Revival	*31*	*1*	*2* ***1:00— 2:00 p.m.*** ***Veterans Employment Orientation*** ***2:00 —3:00 p.m.*** Career Connections	*3*
6 ***2:00 — 4:30 p.m.*** Résumé Revival	*7* ***2:00 — 3:30 p.m.*** Classroom Training Orientation	*8*	*9* ***1:00— 2:00 p.m.*** ***Veterans Employment Orientation*** ***2:00 —3:00 p.m.*** Career Connections ***3:30 — 4:30 p.m.*** 15 Minute Interviews	*10* 
13 ***2:00 — 4:30 p.m.*** Résumé Revival	14	*15*	*16* ***1:00— 2:00 p.m.*** ***Veterans Employment Orientation*** ***2:00 —3:00 p.m.*** Career Connections ***3:30 — 4:30 p.m.*** 15 Minute Interviews	*17*
20 ***2:00 — 4:30 p.m.*** Résumé Revival	*21* ***2:00 — 3:30 p.m.*** Classroom Training Orientation	*22*	*23* 	*24* 
27 ***2:00 — 4:30 p.m.*** Résumé Revival	*28*	*29*	30 ***1:00— 2:00 p.m.*** ***Veterans Employment Orientation*** ***2:00 —3:00 p.m.*** Career Connections ***3:30 — 4:30 p.m.*** 15 Minute Interviews	1 

• ***Please register for the workshops by calling 231-922-3700 or 800-442-1074*** •

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Workshop Descriptions

Northwest MICHIGAN WORKS!
Connecting You to Opportunities

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!

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.

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 Employment Orientation

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.

Check out our websites for more information about our services at: networksnorthwest.org/talent/ or facebook.com/careercafetc