


RCJC WORKSHOPS

				FRIDAY 1 11:00-12:00 CAREER CRUISING A 8:30-12:30 COVER LETTER D
	TUESDAY 5 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F	WEDNESDAY 6 8:00-12:30 WORKKEYS B 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 8:30-12:30 INTERVIEW SKILLS H 12:00-3:00 FLEXIBLE LEARNING G 11:30-2:30 ESL CLASSES G	THURSDAY 7 10:00-12:00 THE HUMAN SEARCH ENGINE K 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F	FRIDAY 8
MONDAY 11 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 12:00-3:00 FLEXIBLE LEARNING G 11:30-2:30 ESL CLASSES G	TUESDAY 12 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F	WEDNESDAY 13 10:00-12:00 RESUME & INTERVIEW BASICS D 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 12:00-3:00 FLEXIBLE LEARNING G 11:30-2:30 ESL CLASSES G	THURSDAY 14 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 1:00 HSED HEALTH TESTING G 2:30 HSED EMPLOYABILITY SKILLS TESTING G	FRIDAY 15
MONDAY 18 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 12:00-3:00 FLEXIBLE LEARNING G 11:30-2:30 ESL CLASSES G 3:00-4:30 WIOA ORIENTATION K	TUESDAY 19 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F	WEDNESDAY 20 8:00-12:30 WORKKEYS B 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 12:00-3:00 FLEXIBLE LEARNING G 11:30-2:30 ESL CLASSES G HIRING EVENT ROCK COUNTY JOB CENTER 1:00 PM—4:00 PM	THURSDAY 21 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F	FRIDAY 22
MONDAY 25 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 8:30-12:30 PUBLIC SPEAKING D 12:00-3:00 FLEXIBLE LEARNING G 11:30-2:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 26 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F	WEDNESDAY 27 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 10:00-12:00 RESUME & INTERVIEW BASICS D 12:00-3:00 FLEXIBLE LEARNING G 11:30-2:30 ESL CLASSES G	THURSDAY 28 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS MATH F 9:00-4:00 GED TESTING F	FRIDAY 29 8:30-12:30 BULLET POINTS H

CALL (608) 741-3578 TO REGISTER, OR SIGN UP AT THE RESOURCE ROOM DESK.

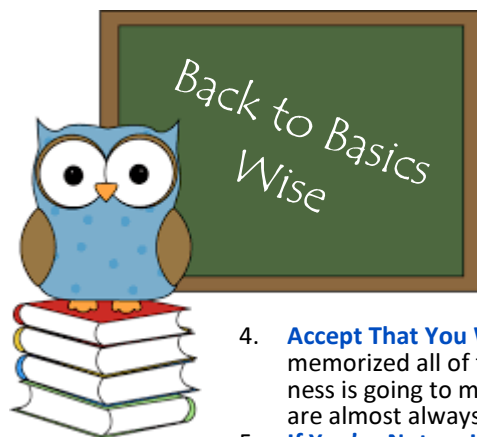
CHECK OUT THE BACK FOR WORKSHOPS DESCRIPTIONS!

THE WORKSHOP CALENDAR AVAILABLE ONLINE AT: [HTTP://WWW.SWWDB.ORG/PDFs/CALENDAR/RCJCWORKSHOPS.PDF](http://www.swwdb.org/PDFs/CALENDAR/RCJCWORKSHOPS.PDF)



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RESUME / INTERVIEW BASICS	INTENDED FOR PEOPLE WHO CURRENTLY HAVE A RESUME (LOOKING FOR WAYS TO CHANGE/ UPDATE CURRENT RESUME) OR NEED TO CREATE ONE FROM SCRATCH; RESUME FUNDAMENTALS WILL BE COVERED AND VARIOUS RESUME SAMPLES AND TEMPLATES WILL BE REVIEWED. AN INTRODUCTION TO COVER LETTERS WILL ALSO BE PROVIDED. LEARN THE BASICS OF HOW TO PREPARE FOR AN INTERVIEW AND THE FOLLOW-UP NEEDED TO LAND THE JOB THAT IS FOR YOU!
RESUME REVIEW	GET YOUR RESUME REVIEWED FREE OF CHARGE! EMAIL YOUR RESUME TO: LOLA.WILLIAMS@DWD.WISCONSIN.GOV; OR STEVEN.RANUM@DWD.WISCONSIN.GOV
CAREER CRUISING	TRYING TO PLAN YOUR NEXT CAREER MOVE? EXPLORING JOB AND TRAINING OPTIONS? NEED HELP? CAREER CRUISING—A CAREER ASSESSMENT TOOL THAT CAN HELP YOU EXPLORE JOB POSSIBILITIES THAT MAY BE A GOOD MATCH FOR YOU, AND THEN CONNECT YOU WITH AVAILABLE TRAINING AND JOB OPPORTUNITIES IN THOSE FIELDS. PRE-REGISTER FOR THE WORKSHOP BY CONTACTING CASEY DOBSON AT: 608-741-3507
THE HUMAN SEARCH ENGINE	THIS WORKSHOP WILL TEACH AN ENTIRELY DIFFERENT WAY TO FIND YOUR NEXT JOB. “YOU WILL BE GUIDED THROUGH A PROCESS THAT GIVES YOU CONTROL OVER YOUR SEARCH AT ALL TIMES. INSTEAD OF A JOB SEARCH, IT’S A LOGICAL AND CONTROLLABLE RESEARCH PROJECT BASED ON DEFINITION, RESEARCH, AND MARKETING...THE SAME METHODS THAT FORTUNE 500 COMPANIES HAVE BEEN USING FOR DECADES TO DEVELOP AND MARKET NEW PRODUCTS.”
FORWARD SERVICES WORKSHOPS	OFFERING WORKSHOPS ON RESUME BUILDING, SPEED INTERVIEWING, OVERCOMING BARRIERS AND BUILDING MOTIVATION, PROFESSIONALISM, IMPORTANCE OF A POSITIVE ATTITUDE, BUDGETING. — NEW
WIOA ORIENTATION	PROVIDE AN OVERVIEW OF THE WORKFORCE INVESTMENT ACT EMPLOYMENT AND TRAINING PROGRAM FOR ADULT, DISLOCATED WORKER AND YOUTH POPULATIONS TO ASSIST WITH RETURNING TO THE WORKFORCE. PRE-REGISTRATION IS REQUIRED BY CALLING 741-3513 / 3514 / 3507 / 3463 / 3512 / 3511 SERVING GRANT, GREEN, IOWA, LAFAYETTE, RICHLAND & ROCK COUNTIES.
WORKKEYS®	SKILLS ASSESSMENT IN APPLIED MATH, READING AND LOCATING INFORMATION IN PARTNERSHIP WITH ACT®. CALL 888/258-9966 FOR A USERNAME AND PASSWORD TO START KEYTRAIN® TODAY! PREREQUISITE: KEYTRAIN® PRETESTS MUST BE TAKEN AND HAVE AT LEAST A 3 OR BETTER ON THE ASSESSMENT
BTC CLASSES	STOP BY ROOM G FOR INFORMATION ON CLASSES OFFER BY BTC (BLACKHAWK TECHNICAL COLLEGE) TABE testing: Tuesdays 12:00-3:00 — New Student Orientation: Tuesdays and Thursdays 12:30-2:30 by appointment only



6 Job Search Tips that are so Basic People Forget them!

<https://www.themuse.com/advice/6-job-search-tips-that-are-so-basic-people-forget-them>

1. **Make Yourself a “Smack-in-the-Forehead” Obvious Fit**—Study the job description and any available information you have on the position. Are you mirroring the words and phrases in the job description? Are you showcasing your strengths in the areas that seem to be of paramount importance to this role? Line it up. Line it up.
2. **Don’t Limit Yourself to Online Applications**—By lining up with people on the inside of the companies at which you want to work, you will instantly set yourself apart. Decision makers interview people who come recommended or by way of a personal referral before they start sorting through the blob of resumes that arrives by way of the ATS.
3. **Remember That Your Resume (and LinkedIn Profile) Is Not a Tattoo**—If you’re a covert job seeker, remember to turn off your activity broadcasts (within privacy and settings) when you make edits to your LinkedIn profile. If your current boss or colleagues are connected to you on LinkedIn, they may get suspicious about all the frequent changes.
4. **Accept That You Will Never Bore Anyone Into Hiring You**—Realize that few people get hired because they had perfect white space on their cover letters, memorized all of the “correct” interview questions or used incredibly safe, common phraseology (i.e., clichés) throughout their resumes. All of this correctness is going to make you look staged and non-genuine. Instead, give yourself permission to be both polished *and* endearing. Memorable, likable candidates are almost always the ones who go the distance.
5. **If You’re Not on LinkedIn, You Very Nearly Don’t Exist**—If you figure out how to harness the power of no other social media tool for job search, figure out LinkedIn. It’s (by far) the best resource we have available today for career and job search networking, for finding people working at companies of interest, and for positioning yourself to be found by a recruiter who has a relevant job opening.
6. **Thank You Matters**—Consider crafting, original, genuine thank you notes (one for each interviewer) the moment you get back to a computer, following the interview. The speed with which you send the notes, and the quality, will make an impact.

OCTOBER

MONDAY 2 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-12:30 COVER LETTER D 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 3 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	WEDNESDAY 4 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	THURSDAY 5 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	FRIDAY 6 11:00-12:00 CAREER CRUISING A 8:30-12:30 RESUME WRITING H
MONDAY 9 8:30-11:15 GED PREPCLASS F 8:30-12:30 INTERVIEW SKILLS D 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	TUESDAY 10 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	WEDNESDAY 11 8:30-11:15 GED PREP CLASS F 10:00-12:00 RESUME & INTERVIEW BASICS D 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	THURSDAY 12 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F 1:00 HSED HEALTH TESTING G 2:30 HSED EMPLOYABILITY SKILLS TESTING G	FRIDAY 13
MONDAY 16 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 3:00-4:30 WIOA ORIENTATION K	TUESDAY 17 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	WEDNESDAY 18 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	THURSDAY 19 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	FRIDAY 20
MONDAY 23 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 24 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F	WEDNESDAY 25 8:30-11:15 GED PREP CLASS F 10:00-12:00 RESUME & INTERVIEW BASICS K 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	THURSDAY 26 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F 9:00-4:00 GED TESTING F	FRIDAY 27
MONDAY 30 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 31 8:00-11:15 OPEN LAB G 8:30-11:15 GED PREP CLASS F			

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Cover Letter Basics: <https://www.monster.com/career-advice/article/the-cover-letter-basics-hot-jobs>

A badly written cover letter can hurt your chances for landing a great job. It pays to pay attention to every detail in your cover letter.

Avoid common blunders—The most common cover letter mistakes are the following:

- **Name that job:** Recruiters often try to fill more than one job simultaneously. After the salutation, state exactly which job you're applying for.
- **Form letters:** The point of a cover letter is to make a personal connection with the reader. Tailor your letter specifically to each company you send it to.
- **Don't repeat yourself:** Don't regurgitate everything that's in your resume -- offer deeper insights into what your resume does not say. Provide an in-depth explanation of some of your key achievements at your last job, for instance, and how those accomplishments could help the company. Or tell a story about a tough problem you solved.
- **What's in it for me?** Don't say you are applying for the job because of the money, the travel opportunities, a better commute or anything else that concerns only you.
- **Balance confidence and humility:** While you certainly want to appear competent, arrogance can turn a recruiter off: "Throw away all those other resumes -- I'm your guy!" Show enthusiasm and a positive attitude, but don't overdo it.

Style points—There are some other stylistic pointers to keep in mind:

- Offer to follow up with the recruiter -- and do it!
- For electronic letters, attach your resume and make sure any links to professional samples you include work.
- Highlight first and foremost your skills and experiences that match those the employer is seeking.
- Proofread your work.
- Don't open with "To Whom It May Concern" -- get a name.
- Open with a strong lead sentence.
- Refer to the job ad and its specific language.
- Compare your letter to a sample cover letter.

Before you hit 'send' - Proofread and spell-check your letter before emailing it. Now do it again. Ask a friend or family member to read your cover letter for typos and grammatical errors. (Do the same on your resume before you upload it.) If you're stuck on a grammatical point, consult a guide such as the classic *Elements of Style* by William Strunk Jr. and E.B. White or the *Chicago Manual of Style*. Finally, send the letter to yourself as a test to check formatting. If you find errors, correct them and read it one more time -- it's easy to overlook a mistake, and you don't want a typo to

