

MONDAY 2 9:30-11:00 DVR ORIENTATION H 1:00-2:00 WIOA Youth 1:00-3:30 WIOA ORIENTATION D 1:00-4:30 INTERVIEW STREAM B	TUESDAY 3 11:00-12:00 WIOA YOUTH	WEDNESDAY 4 1:00-2:00 WIOA Youth	THURSDAY 5 11:00-12:00 WIOA Youth	FRIDAY 6 11:00-12:00 CAREER CRUISING A 1:00-2:00 WIOA Youth 1:00-4:30 INTERVIEW STREAM B
MONDAY 9 9:30-11:00 DVR ORIENTATION H 1:00-2:00 WIOA Youth 1:00-4:30 INTERVIEW STREAM B	TUESDAY 10 11:00-12:00 WIOA YOUTH	WEDNESDAY 11 10:00-12:00 RESUME/INTERVIEW D 11:00-12:00 Financial Literacy A 1:00-2:00 WIOA Youth	THURSDAY 12 11:00-12:00 WIOA Youth Evento de Busca de Empleos Centro de trabajo del condado de Rock 2pm—4pm	FRIDAY 13 1:00-2:00 WIOA Youth 1:00-4:30 INTERVIEW STREAM B
MONDAY 16 9:30-11:00 DVR ORIENTATION H 1:00-2:00 WIOA Youth 3:00-4:30 WIOA ORIENTATION D 1:00-4:30 INTERVIEW STREAM B	TUESDAY 17 11:00-12:00 WIOA YOUTH	WEDNESDAY 18 1:00-2:00 WIOA Youth	THURSDAY 19 11:00-12:00 WIOA Youth	FRIDAY 20 1:00-2:00 WIOA Youth 1:00-4:30 INTERVIEW STREAM B
MONDAY 23 9:30-11:00 DVR ORIENTATION H 1:00-2:00 WIOA Youth 1:00-3:30 WIOA ORIENTATION D 1:00-4:30 INTERVIEW STREAM B	TUESDAY 24 11:00-12:00 WIOA YOUTH 1:00-2:00 JOB CORPS I	WEDNESDAY 25 10:00-12:00 RESUME/INTERVIEW D 1:00-2:00 WIOA Youth	THURSDAY 26 11:00-12:00 WIOA Youth	FRIDAY 27 1:00-2:00 WIOA Youth 1:00-4:30 INTERVIEW STREAM B
MONDAY 30 9:30-11:00 DVR ORIENTATION H 1:00-2:00 WIOA Youth 1:00-3:30 WIOA ORIENTATION D 1:00-4:30 INTERVIEW STREAM B	TUESDAY 31 11:00-12:00 WIOA YOUTH			

CALL 608.901.5700 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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MARCH 2020


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
DVR ORIENTATION	PROVIDE AN OVERVIEW OF THE DIVISION OF VOCATIONAL REHABILITATION PROGRAM FOR POPULATIONS WITH DISABILITIES. PRE-REGISTER CALL: 800-228-2648
FINANCIAL LITERACY	FINANCIAL LITERACY WORKSHOPS ARE DESIGNED TO HELP PARTICIPANTS SET UP BUDGETS, ESTABLISH SAVINGS ACCOUNTS, BUILD AND MAINTAIN CREDIT AND SAVE FOR THE FUTURE OR FOR EMERGENCIES.
INTERVIEW STREAMING	RECORD AN INTERVIEW FOR REVIEW BY STAFF TODAY!
JOB CORPS	THIS IS AN INFORMATIONAL SESSION TO LEARN MORE ABOUT JOB CORPS. IT IS OPEN TO THE PUBLIC WITH NO REGISTRATION OR OBLIGATION REQUIRED. ESSENTIALLY, I'M PUTTING ON A POWER POINT PRESENTATION REGARDING ALL OF THE GREAT BENEFITS OF JOB CORPS FOR INCOME ELIGIBLE INDIVIDUALS WHO ARE 16-24 YEARS OLD. JOB CORP OFFERS FREE EDUCATION AND VOCATIONAL TRAINING TO THOSE WHO QUALIFY. IF INTERESTED IN MOVING FORWARD, THEN INDIVIDUALS WILL RECEIVE APPLICATION PACKETS AT THIS INFORMATIONAL SESSION.
ONLINE WORKSHOPS JOBCENTEROFWISCONSIN.COM	OFFERING WORKSHOPS ON RESUME, INTERVIEWING, NETWORKING, JOB SEARCHING WITH TECHNOLOGY, WORKPLACE SKILLS HTTPS://JOBCENTEROFWISCONSIN.COM/PRESENTATION/JOBSEEKERS/ONLINEWORKSHOPSUMMARY.ASPX
RESUME / INTERVIEW BASICS	ARE YOU LOOKING FOR NEW IDEAS ON HOW TO CREATE, CHANGE OR UPDATE YOUR CURRENT RESUME? YOU WILL LEARN THE BASICS OF HOW TO CREATE OR UPDATE YOUR RESUME, DISCUSS RESUME AND COVER LETTER FUNDAMENTALS AND REVIEW VARIOUS TEMPLATES. YOU WILL ALSO LEARN HOW TO PREPARE FOR AN INTERVIEW AND THE FOLLOW-UP THAT IS NEEDED AFTER AN INTERVIEW.
RESUME REVIEW	GET YOUR RESUME REVIEWED FREE OF CHARGE! ASK AT THE RESOURCE ROOM DESK!
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.
WIOA YOUTH PROGRAM	Discussion of what services the Youth program offers such as training, support services and Work Experience.

What to Wear (and What Not to Wear) to a Job Interview

- Carefully consider what you wear to a job interview. People will judge you by the clothes you choose.
- Dress *appropriately* for the interview — don't overdress or underdress or it might signal to a prospective employer that you don't understand the company culture.
- Research the company before your interview to determine what is appropriate to wear to the interview. If you have a contact inside the company, ask what you should wear.
- Even if your first interview is a virtual interview (telephone or video), you should still “dress for the interview.”



- If you're currently employed while you're interviewing for a new position, think how you will dress for an interview if the interview attire is significantly different from what you normally wear to work.
- If you need to change for an interview, find somewhere to change that will give you access to a full-length mirror so you can double-check every detail of your appearance.
- Be sure to allow yourself plenty of time to change clothes before the interview and still get to your appointment a few minutes early.
- If you're still not sure how to dress, “Dress One Step Higher.” If you know what someone in the position you're applying for normally wears to work, elevate it one notch.
- Don't dress too casually. It's generally better to overdress slightly than to underdress.
- Avoid anything too bright or flashy. You want to be remembered for your interview answers, not your interview attire.

<div>• CALL 608.901.5700 FOR WORKSHOP AVAILABILITY</div>			WEDNESDAY 1:00-2:00 WIOA Youth	1	THURSDAY 11:00-12:00 WIOA YOUTH	2	FRIDAY 11:00-12:00 CAREER CRUISING 1:00-2:00 WIOA Youth 1:00-4:30 INTERVIEW STREAM	3 A B		
MONDAY 9:30-11:00 DVR ORIENTATION 1:00-2:00 WIOA Youth 1:00-3:30 WIOA ORIENTATION 1:00-4:30 INTERVIEW STREAM	6 H D B	TUESDAY 11:00-12:00 WIOA YOUTH	7	WEDNESDAY 10:00-12:00 RESUME/INTERVIEW ONLINE ONLY 1:00-2:00 WIOA Youth 11:00-12:00 Financial Literacy	8 D A	THURSDAY 11:00-12:00 WIOA Youth	9			
MONDAY 9:30-11:00 DVR ORIENTATION 1:00-2:00 WIOA Youth 1:00-4:30 INTERVIEW STREAM	13 H B	TUESDAY 11:00-12:00 WIOA YOUTH	14	WEDNESDAY 1:00-2:00 WIOA Youth	15	THURSDAY 11:00-12:00 WIOA YOUTH	16		FRIDAY 11:00-12:00 CAREER CRUISING 1:00-2:00 WIOA Youth	17 A
MONDAY 9:30-11:00 DVR ORIENTATION 1:00-2:00 WIOA Youth 3:00-4:30 WIOA ORIENTATION 1:00-4:30 INTERVIEW STREAM	20 H D B	TUESDAY 11:00-12:00 WIOA YOUTH	21	WEDNESDAY 10:00-12:00 RESUME/INTERVIEW ONLINE ONLY 1:00-2:00 WIOA Youth	22 D	THURSDAY 11:00-12:00 WIOA YOUTH	23		FRIDAY 11:00-12:00 CAREER CRUISING 1:00-2:00 WIOA Youth	24 A
MONDAY 9:30-11:00 DVR ORIENTATION 1:00-2:00 WIOA Youth 1:00-3:30 WIOA ORIENTATION 1:00-4:30 INTERVIEW STREAM	27 H D B	TUESDAY 11:00-12:00 WIOA YOUTH 1:00-2:00 JOB CORPS	28 I	WEDNESDAY 1:00-2:00 WIOA Youth	29	THURSDAY 11:00-12:00 WIOA Youth	30			

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How to make your cover letter shine

Cover letters are powerful tools in your quest for a new job. A good one can get you an interview and make you a top candidate. Even if the position you're seeking doesn't require much writing, it's important to demonstrate your communication skills and tailor your message to both the employer and the job.

ADDRESS YOUR LETTER TO A SPECIFIC PERSON.

Start your letter by showing you did your homework. If the job posting doesn't list the hiring manager's name, search the employer's website for clues. Unless the posting states that you shouldn't call, consider picking up the phone to gather the details you need. Human resources may be able to help. In many cases, this department is your application's first stop on its journey. Addressing the letter to even one person in the hiring process will benefit you. If all else fails, go with "Dear Hiring Manager" or "Dear Selection Committee." Whatever you do, avoid "Dear Sir or Madam," which is generic and outdated.

CUSTOMIZE YOUR MESSAGE FOR EACH JOB APPLICATION.

Convince the hiring team you're an excellent fit for the job they're offering, not just a job in your field or at their company. Using the job posting as a guide, highlight the skills that make you terrific for the position. Support each of your claims with a concrete example. For instance, if you claim to be organized, you might explain how this skill helped you oversee an event with a lengthy guest list.



BE CLEAR AND CONCISE.

You need to make a strong first impression without looking like you're trying too hard. In other words, aim for simplicity. State your message directly and get to the point quickly. This shows that you value others' time and can set priorities. Resist the urge to be overly cute or clever, which hiring teams may misinterpret.

FORMAT WITH CARE.

Choose a standard business-letter format with left-justified paragraphs and an easy-to-read font. It won't distract from your message and can help readers feel comfortable with you.

Finally, have someone review your letter for clarity, spelling errors, and grammar issues.

<https://advanceyourcareer.wisc.edu/blog/career-corner-how-to-make-your-cover-letter-shine/>