

EMPLOYMENT BOOT CAMP



1:00 PM – 5:00 PM
TUESDAY, JANUARY 18, 2011
Multipurpose Room

MALCOLM X LIBRARY & PERFORMING ARTS CENTER
5148 MARKET ST, SAN DIEGO 92114

JOB SEARCHING

- WHERE & HOW TO LOOK
- NETWORKING
- HOW TO APPLY
- EXPLORING NEW CAREER OPTIONS

RESUME DEVELOPMENT

- WHAT TO INCLUDE
- COMMON MISTAKES
- HOW TO STAND OUT IN A STACK OF APPLICATIONS
- COVER LETTERS

INTERVIEW SKILLS

- PREPARING FOR THE INTERVIEW
- AT THE INTERVIEW
- COMMON QUESTIONS ASKED
- QUESTIONS TO ASK THE INTERVIEWER
- DON'TS OF INTERVIEWING
- FOLLOW-UP AFTER THE INTERVIEW

PROFESSIONAL IMAGE

- HOW TO DRESS
- WHAT TO SAY
- MANAGING THE IMPRESSION YOU MAKE BOTH IN PERSON AND ONLINE

Ideal for career changers, people recently laid off, recent graduates, people returning to work, and people who are looking for their first job.



FREE EVENT

To register, please call (619) 527-3405

