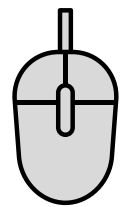


Online Career Readiness Workshops



Keep up with our upcoming classes! [guilfordworks.org/events](https://www.guilfordworks.org/events)

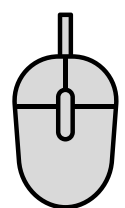
A proud partner of the
AmericanJobCenter®
network



Build Your Resume

Mar. 2, 9, 23, and 30
11:00AM - 1:00PM

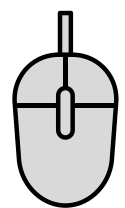
Learn to prepare a resume for job applications, understand how to market your skills, and follow step by step instruction. Attendees will receive a resume template and activity sheet before the class meets.



Job Search Techniques

Mar. 10 and Mar. 24
11:00AM - 12:00PM

Get familiar with modern job searching techniques, such as using online jobs boards, creating email alerts for local job postings, and using keywords in your online job applications.



Speed Interviews 101

Thursday, Mar. 11
11:00AM - 12:00PM

Master understanding of the job interview process, the different types of interviews, what to expect during job interviews, and tips on how to prepare for speed interviews during hiring events.



LinkedIn & Networking

Wednesday, Mar. 17
1:00PM - 2:00PM

Learn how to create and build an effective LinkedIn profile, use various tools to engage with professional networks, and connect with potential employers.

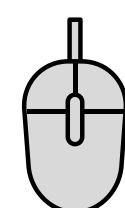
New!



Workplace Essentials: Pay and Benefits

Thursday, Mar. 18
1:00PM - 2:00PM

Understand company benefits, negotiating terms, setting up pay and direct deposit, and other essential information to prepare for a new job.



Professional Etiquette

Thursday, Mar. 25
11:00AM - 12:00PM

Learn about what to expect in the workplace, including how to make introductions, dress code, and in-person/online expectations.

Register for all events on
www.ncworks.gov

Questions? Contact:

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