

Job On!

Secrets to Job Search Success

Tuesdays, March 3, 10, 17, 24, 2015

11:00 AM - 1:30 PM

Bayview Branch Library



Join us at the **Bayview Branch Library** for a series of four **free** job search classes. You'll learn everything from how to assess your skills and interests to how to rock your interview.

(Please see the back of this flyer for more details.)

Richmond
Public
Library



Bayview Branch Library

5100 Hartnett Ave.

Richmond CA 94804



Call (510) 620-6566 to register.
www.richmondlibrary.org



Tuesday, March 3, 2015

Class #1 JOB ON! HOW TO PREPARE TO GET THE JOB YOU WANT

- How to overcome roadblocks to job searching
- Assessing your skills
- Defining your job goal—your key to success
- Creating a plan for your search
- Recordkeeping
- The cycle of job searching
- Building your support system
- How to handle rejection

Tuesday, March 10, 2015 & Tuesday, March 17, 2015

Classes #2 & 3 JOB ON! THE NITTY GRITTY OF JOB SEARCHING!

- Networking—talking to everyone you know (and don't know!)
- Informational interviewing
- Looking for job ads
- Job hunting online
- Creating the perfect resume and cover letter for each job
- Choosing and researching target companies
- Filling out online applications
- Cracking the Hidden Job Market

Tuesday, March 24, 2015

Class #4 JOB ON! HOW TO ROCK YOUR INTERVIEW!

- What to wear--and not wear (You will see sample outfits)
- What to say--and not say
- How to deal with inappropriate interview questions
- Practice, practice, practice!
- What to do after the interview
- Keeping the cycle going

Classes will be taught by teacher-librarian Nancy Rhoda, who has offered this workshop at several public libraries, and received enthusiastic student reviews.