

February 2020

SIGN UP FOR A WORKSHOP TODAY!

Online: worksourcewa.com or in-person **OR** come to the WorkSource 45 minutes prior to your workshop to register.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>3</p> <p>Workforce/ Benefits Hub Walk-In Hours 10AM -1PM</p> <p>Career Specialist Walk-In Hours 1:30PM-3:30PM</p>	<p>4</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p>	<p>5</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p>	<p>6</p> <p>Closed for Professional Development Day</p>	<p>7</p>
<p>10</p> <p>Workforce/ Benefits Hub Walk-In Hours 10AM -1PM</p> <p>Job Corps Info Session 11AM – 1PM</p> <p>US Census Job Opportunities 11AM-1PM</p> <p>Career Specialist Walk-In Hours 1:30PM-3:30PM</p>	<p>11</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p>	<p>12</p> <p>1:1 Resume Help 10AM – 2PM</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p> <p>Target and Refine A Resume Workshop 1PM – 2PM (LIB217)</p>	<p>13</p> <p>United Way Tax Help 12PM – 4PM (JMB128)</p> <p>Workforce/Benefits Hub Walk-In Hours 1:30PM – 4PM</p> <p>Career Specialist Walk-In Hours 1:30PM - 3:30PM</p> <p>*Money Matters Workshop 1:30PM – 2:30PM (OLY 103)</p> <p>CAT/TB Training 2PM - 4PM</p>	<p>14</p>
<p>17</p> <p>Holiday Closure</p>	<p>18</p> <p>Resume Writing/Cover Letters Workshop 12PM – 1:30PM</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p>	<p>19</p> <p>1:1 Resume Help 10AM – 2PM</p> <p>Professional Technical Info Session 10AM - 12PM (LIB219)</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p> <p>Internship Search Workshop - 1PM – 2PM</p>	<p>20</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p> <p>Workforce/Benefits Hub Walk-In Hours 1:30PM – 4PM</p> <p>Career Specialist Walk-In Hours 1:30PM - 3:30PM</p> <p>CAT/TB Training 2PM - 4PM</p>	<p>21</p>
<p>24</p> <p>Workforce/ Benefits Hub Walk-In Hours 10AM -1PM</p> <p>Envisioning Your Ideal Career Workshop 12PM -2PM (LIB217)</p> <p>Career Specialist Walk-In Hours 1:30PM - 3:30PM</p>	<p>25</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p>	<p>26</p> <p>1:1 Resume Help 10AM – 2PM</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p>	<p>27</p> <p>United Way Tax Help 12PM – 4PM (JMB140)</p> <p>Workforce Walk-In Hours 1:30PM – 4PM</p> <p>Career Specialist Walk-In Hours 1:30PM - 3:30PM</p> <p>*Money Matters Workshop 1:30PM – 2:30PM (OLY 103)</p> <p>CAT/TB Training 2PM - 4PM</p>	<p>28</p>

*Money Matters Workshop – Gain smart skills and tools to meet your life goals. Thursday dates 1:30pm – 2:30pm OLY 103

United Way Tax Help (JMB140) Tues–Wed–Thursday 12pm to 4pm.

EQUAL OPPORTUNITY –EQUAL ACCESS

WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay Services: 711

WORKSOURCE WORKSHOPS

***TARGET AND REFINE A RESUME** - A resume is one of the first chances you have to impress a potential employer and a necessity in your job search. During the Resume workshop, you will have support in developing a strong resume tailored to the position you're applying to. Get assistance with formatting, content, proofreading and more. Please bring your resume and a job description for the position you are interested in.

***ENVISIONING YOUR IDEAL CAREER** - Learn the value of the career exploration process and how this can positively impact your future. Develop the skills and be introduced to the long-term value of career exploration and planning, identify factors influencing your career choice(s), and employ career exploration resources to develop specific next steps in your career exploration process.

***YOUR ONLINE JOB SEARCH** - This workshop emphasizes the importance of using key words and industry specific terminology to identify employers, job openings and opportunities on the internet. Be prepared to use all the information on web sites to focus a successful job search strategy.

***RESUME WRITING AND COVER LETTERS** - How to use online resources and job postings to customize job search documents for individual jobs and industries. By creating targeted resumes and correspondence employers will know your skills, competencies, training and experiences meet their needs.

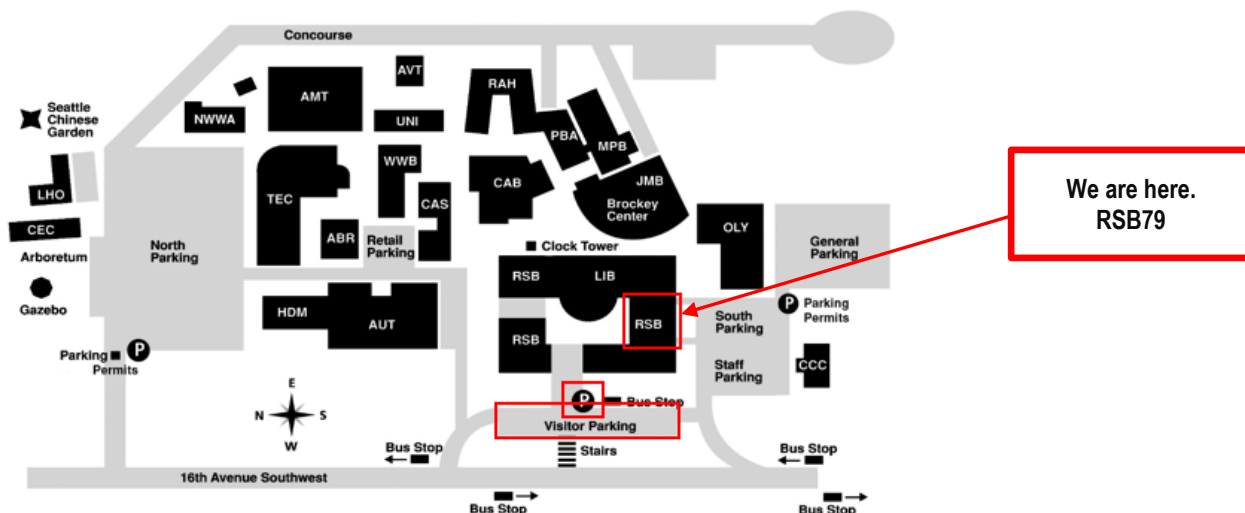
INTERNSHIP SEARCH - This workshop will provide information on the internship process. Topics will include: what is an internship and its benefits, who is eligible for one and which programs require one or how to receive credit for one if it is not required, and searching, applying and obtaining an internship.

CAREER SPECIALIST WALK-IN HOURS - Come meet with an Embedded Career Specialist (ECS) to get help with your resume and, for students, discuss internship options. Internships can be paid and used to gain academic credits, while furthering your experience in the field.

RESOURCE INFORMATION

UNITED WAY BENEFITS HUB - The Benefits Hub is an on-campus resource that connects you to a variety of benefits and support services like ORCA LIFT enrollment, financial coaching, housing support and tax prep. You can make an appointment or drop-in anytime during the hub service walk-in hours. For more information go to <https://www.uwkc.org/benefitshub>.

PROFESSIONAL TECHNICAL INFO SESSION - Workforce Education's various tuition assistance programs are designed to help you achieve your personal and professional goals. Information Sessions offer future students the opportunity to ask questions and understand the distinct program offerings available with Workforce Education Funding. Walk-in office hours are on Mondays and Thursdays. Call for times. <https://southseattle.edu/workforce-education>.



Please contact the WorkSource front desk regarding questions or details at (206) 934-5304

South Seattle College 6000 16th Ave. SW, Seattle, WA 98106

* This workshop provides job search credit for individuals claiming Unemployment Insurance benefits.

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