



*JUNE 2009 Workshops ~ One Stop Career Link Center*  
Goodwill Industries of San Francisco, San Mateo & Marin Counties, Inc. 1500 Mission Street, San Francisco, CA 94103  
One Stop Center Phone # 415-575-4570      Hours: Mon 9-5, Tue 9-5, Wed 9-7, Thu 9-5, Fri 9-5, Sat 9-3

**Advanced Resume Techniques (Space limited to 10 participants)** You have a resume, but is it getting the attention you want? This workshop will teach you how to help your resume to stand out from the pack. We'll focus on structure, design and content.

**Application Workshop (Space limited to 10 participants)** Need tips on applying for a job? If you're searching for work and applying for jobs, you're invited to learn more about the job application process. In addition learn tips on correctly completing forms at this Application Workshop.

**Beginning Resume (Two day Workshop-Space limited to 10 participants)** In this two-part workshop learn resume basics and how to create your own resume. By the end of the workshop, you will have a resume that ROCKS! Please bring a detailed employment history, if possible.

**Cover Letter Workshop (Space limited to 10 participants)** In this workshop learn the purpose of a cover letter and understand the appropriate letter structure, language and tone. Know what to include and what to omit and focus on linking your cover letter to the job you are applying for.

**Disability and Disclosure 101 (Space limited to 10 participants)** In this workshop you will learn: What to say and what not to say to employers. Your legal rights when you're interviewing and on-the-job. Advantages and disadvantages to disclosing your disability.

**From Layoff to Paycheck (Space limited to 10 participants)** This workshop is for people who have lost their jobs, whether it was last week or last year. We'll look at career management, emotional effects of layoff, assessments, staying organized, combating isolation and how to fill in the gap on your resume.

**How to Research Companies** Have you ever wondered which companies are hiring in your area? Or who to talk to at the company your interested in? In this workshop we will teach you how to use online resources like LinkedIn, Reference USA, Linksv to assist you with your job search. Space is limited, so please sign up by calling 415-575-4570.

**How to Use Linked-In (Space limited to 10 participants)** Searching for a job can be frustrating if you constrain yourself to the typical tools such as online jobs boards, trade publications, CraigsList and networking with only your close friends. In these kinds of times, you need to use all the weapons that you can and one that many people don't, or at least don't use to the fullest extent. It is called Linked-In.

**Interview Workshop (Two day Workshop-Space limited to 10 participants)** Day 1: Learn the interview process, skills and techniques involved in presenting yourself. Day 2: Learn the techniques of behavioral interviews by learning how to write employer questions, develop experience scenarios and plan follow-up contact.

**The Interview: Your Professional Image (Space limited to 15 participants)** You only have one chance to make a first impression. In this workshop, we will discuss how to dress professionally and appropriately for job interviews, the role that body language plays and presenting yourself as an organized, prepared and competent applicant.

**Introduction to the Internet & Using Email Workshop (Space limited to 10 participants)** In this workshop you will learn computer basics, how to set up an email account and basic Internet navigation.

**Life Finance 101 (Space limited to 10 participants)** This workshop will cover topics such as basic account management skills, saving, budgeting, understanding credit and avoiding financial pitfalls. You will learn how to identify spending leaks, define what credit is and when to use it.

**Network Your Way into Your Next Job** Learn ways to maximize your job search and find the job you really want. This workshop will help you understand the basics of networking and how your network can help you find the job of your dreams.

**Reference Workshop (Space limited to 10 participants)** In today's job market its standard not to include references on your resume. In this workshop you'll learn the correct way prepare your reference sheet and contact references in advance and get that great job recommendation.

**Thank You Letter Workshop (Space limited to 10 participants)** Sending a thank you letter that highlights the best parts of your conversations with employers as well as restating, or adding relevant skills you possess but weren't discussed in your interviews. In this workshop you will learn how to create thank you letters that control and elevate your image.

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