ALL CAREER CENTERS
EVENT CALENDAR
APRIL 2024

Chemung-Schuyler-Steuben Workforce New York — Put us to work for you

American**Job**Center

Code for Centers ()	Monday	Tuesday	Wednesday	Thursday	Friday
(E) Elmira Career Center Workshops (607) 733-7131 **(M) Montour Center Workshops** (607) 535-6840 **(B) Bath Career Center Workshops** (607) 776-7712 **(H) Hornell Career Center Workshops** (607) 324-8388	1	2	3 (E) Basic Resume 1:00 – 2:00	4	5 (E) Basic Resume 10:30 – 11:30
(V) Virtual Workshops info@csswfny.com **To register call the Career Center hosting the workshop or email.** info@csswfny.com **Space is limited**	8	9	10 (E) Targeting Your Resume 1:00 – 2:00	11	12
	15 (E) Creating Your Brand 1:30 – 2:30 (B) Basic Resume 3:30 – 4:30	16	17 (E) Cover Letters 1:00 – 2:00	18 (***) ST Virtual Career Fair 11:00 – 2:00	19
(***) ST Virtual Career Fair **Register:** https://nysdolvirtual3.easyvirtualfair.com/landing/index.htm	22	23 (V) Targeting Your Resume 1:30 – 2:30 (E) Basic Computer Skills 12:00 – 1:00	24 (E) Mastering Online Applications 1:00 – 2:00	25	26
	29	30	31		
			Equal Opportunity Employer/Program— *Auxiliary aids and services are available upon request to individuals with disabilities.*		

WORKSHOP DESCRIPTIONS

Basic Computer Skills - Need help with basic computer skills for your job search? This in person workshop will allow you to learn from your level what you want or need to learn at your level and your pace. Microsoft Word will be introduced.

Basic Resume – A workshop to learn the different layouts for resumes, why and when to use each one. We will explore the different parts required for an effective resume.

Targeting Your Resume - What are targeted resumes, and why should job seekers use them? Learn why and how you should tailor and target your resume for the position you really want!

Cover Letters - Cover letters are still valuable in today's workplace. Learn the basics of a cover letter to better prepare the application process.

Mastering Online Applications - Discover what happens with an online job application and learn mistakes commonly made during the process to avoid the common pitfalls of automated online application software. Identify the qualities employers look for in a candidate and learn techniques to make your application stand out.

Creating Your Brand - Creating Your Brand is about what your online presence says about you to an employer. The workshop is about creating your brand that you want the world to see when you are job searching. Creating Your Brand is how to create the brand of yourself that you want the outside world to see.

Creating pathways to better careers and economic growth

A proud partner of the American**Job**Center network.