ALL CAREER CENTERS
EVENT CALENDAR
JULY 2024

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	**1**	**2**	**3** (E) Basic Resume 1:00 – 2:00	**4** *Happy 4th of July* **All Centers Closed**	**5**
(B) Bath Career Center Workshops (607) 776-7712 **(H) Hornell Career Center Workshops** (607) 324-8388	**8**	**9** (V) How to Get Funded for Training 3:00 – 4:00	**10** (E) Targeting a Resume 1:00 – 2:00	**11**	**12**
(V) Virtual Workshops info@csswfny.com **To register call the Career Center hosting the workshop or email info@csswfny.com Space is limited**	**15**	**16**	**17** (E) Cover Letters 1:00 – 2:00 (V) How to Get Funded for Training 9:30 – 10:30	**18** (***) STVirtual Career Fair 11:00 - 2:00 (M) Basic Resume 10:30 – 11:30	**19**
(***) STVirtual Career Fair **Register: https://nysdolvirtual3.easy virtualfair.com/landing/ index.htm**	**22**	**23**	**24** (E) Mastering Online Applications 1:00 – 2:00	**25** (V) How to Get Funded for Training 2:00 - 3:00	**26**
	29	**30**	**31** (E) Transferable Skills 1:00 – 2:00		
			Equal Opportunity Employer/Program— *Auxiliary aids and services are available upon request to individuals with disabilities.*		

WORKSHOP DESCRIPTIONS

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.

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.

Transferable skills - This workshop will help focus on the following topics: What is the difference between hard and transferable   skills? What is a skill set? How to apply your various skills to new employment opportunities.

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.

How to Get Funded for Training - The event will give an overview of how to access funding for training, discuss the requirements to access the funds, and go over what is needed to begin the process.