


**ALL CAREER CENTERS
 EVENT CALENDAR
 JANUARY 2025**

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 (V) Virtual Workshops info@csswfnny.com To register call the Career Center hosting the workshop or email info@csswfnny.com Space is limited			1 ALL CAREER CENTERS CLOSED HAPPY NEW YEAR 2025	2	3
	6	7 (V) How to Get Funded for Training 2:00 – 3:00	8 (E) Targeting Your Resume 1:00 - 2:00	9	10
	13 (H) Mastering Online Applications 1:30 – 2:30	14	15 (E) Cover Letters 1:00 – 2:00	16 (E) Targeting Your Resume 10:30 – 11:30 (***) ST Virtual Career Fair 11:00 - 2:00	17
	(***) STVirtual Career Fair Register: https://nysdolvirtual3.easyvirtualfair.com/user/register/step1	20 ALL CAREER CENTERS CLOSED 	21	22 (E) Mastering Online Applications 1:00 – 2:00	23 (V) How to Get Funded for Training 3:00 – 4:00 (V) Career Exploration 12:00 – 1:00
27		28	29 (E) Transferable Skills 1:00 – 2:00	30 (E) Cover Letters 12:00 – 1:00	31
Equal Opportunity Employer/Program— <i>Auxiliary aids and services are available upon request to individuals with disabilities.</i>					

WORKSHOP DESCRIPTIONS

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.

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. Please bring your resume, digital or printed and the website of a job you would like to apply for. We will be completing an online application.

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!

Career Exploration - Attendees will be introduced to career assessments they can immediately utilize to identify their professional skills, interests, and values. Attendees will also learn about strategies and tools to use in their search for novel careers, as well as techniques to pinpoint career passions to guide career decisions.

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.

Creating pathways to better careers and economic growth
A proud partner of the  American Job Center network.