


JULY 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	CLOSED 5 	6	7	8 Resume Development 1:30 – 2:30	9	10
11	12	13 Career Center Orientation 1:30 – 2:30	14	15 Cover Letters 9:30 – 10:30	16	17
18	19 Job Club 1:00 – 2:00	20	21 Confidence 10:00 – 11:00	22 Career Center Orientation 9:30 – 10:30	23	24
25	26	27 Financial Literacy 2:00 – 3:00	28	29	30	31

Equal Opportunity Program

Auxiliary aids and services are available upon request to individuals with disabilities.

Resume Development - A workshop to learn the different layouts for resume, why and when to use each one. It will explore the different parts required for an effective resume.

Confidence - Confidence can affect both your personal and your professional life. This workshop touches on the keys to confidence building including following the 5 P's...Positive Thinking, Practice, Presentation, Posture, and Purpose.

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

Orientation to Career Center Services - The CSS WFNY Career Center System provides an array of services to job seekers. This workshop offers an overview of the services offered in our system. From the technology and resources available once you are registered with us to one-on-one assistance for career guidance, skill level assessment, aptitudes, referral to training and much more. Ready to register? Start here with this overview.

Financial Literacy - You will learn about budgeting and planning ahead. This workshop is intended to present an introduction to budgeting to individuals who may not have had a lot of experience with money, or who are interested in upgrading their level of financial literacy. It covers banking, saving and prioritizing spending.

Job Club - Job club is an informal networking group that is meant to support you as you work on your career goals with other people who are in similar situations. You will receive job leads, resume assistance, work on interview preparation, and gain knowledge of other resources to help with barriers to employment. Job club is an informal networking group that is meant to support you as you work on your career goals with other people who are in similar situations. You will receive job leads, resume assistance, work on interview preparation, and gain knowledge of other resources to help with barriers to employment.

To register for any of the above workshops, please e-mail info@csswfny.com at least one full business day prior to each workshop. (Any registration request less than one full business day in advance may not guarantee a slot for that workshop). An e-mail confirmation and virtual invite will be sent to the participant after registration information and request is received and approved.

Please note that workshop dates/times are subject to change or cancellation. Notification of such changes will be given to all registrants at least two hours before that course begins