


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
	All Career Centers Closed 	How to Get Funded for Training 10:00 – 11:00	*Job Search Email Guide 1:00 – 2:00			
10	11	12	13	14	15	16
	How to Get Funded for Training 2:00 – 3:00		*Basic Resume 1:00 – 2:00	*Basic Computer Skills 10:00 – 11:00		
17	18	19	20	21	22	23
		Preparing for Your Virtual Interview 2:00 – 3:00	*Targeting your Resume 1:00 – 2:00	How to Get Funded for Training 10:00 – 11:00		
24	25	26	27	28	29	30
	How to Get Funded for Training 2:00 – 3:00	*Basic Computer Skills <i>Montour Falls</i> 10:00 – 11:00	*Mastering Online Applications 1:00 – 2:00	Basic Resume 2:00 – 3:00		

Equal Opportunity Program

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

***These workshops are in person at the Elmira a Career Center, unless otherwise noted.**

Basic Resume - 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.

Job Search Email Guide - In this training attendees will learn the importance of having an email address they can use for job searching. Why it is important that the address they choose is professional, including examples of what a professional address would look like. They will learn basic job seeker email etiquette. How to draft an email to an employer, formatting, and how to attach their resume. Last, they will learn how to manage their email, freeing up space and creating folders for saving emails for future reference.

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.

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!

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.

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.

Preparing for Your Virtual Interview - Take steps to prepare yourself for a virtual interview to be up to date on recent trends of the interview process. These interviews are like the real thing but have key differences. Virtual interviews require active listening for both the interviewer and interviewee. In this workshop you learn how to prepare your equipment, background, and yourself.

To register for any of the above workshops, please e-mail info@csswfnyc.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*