





# NOVEMBER 2021

	1	2	3	4	5	6
	Job Club 1:00 – 2:00	Individual Training Account Information Session 2:00 – 3:00				
7	8	9	10	11	12	13
	Career Center Orientation 2:00 – 3:00	Basic Resume 10:30 – 11:30		Closed 		
14	15	16	17	18	19	20
				Cover Letters 2:00 – 3:00		
21	22	23	24	25	26	27
		Individual Training Account Information Session 10:00 – 11:00 Mastering Online Applications 2:00 – 3:00		Closed 	Closed 	Closed 
28	29	30				
	Career Center Orientation 2:00 – 3:00					

Equal Opportunity Program

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

**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.

**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.

**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.

**Individual Training Account Information Session** - 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.

To register for any of the above workshops, please e-mail [info@csswfny.com](mailto: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\***