

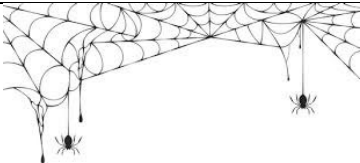


**ALL CAREER CENTERS**  
**EVENT CALENDAR**  
**OCTOBER 2024**

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 <a href="mailto:info@csswfnyc.com">info@csswfnyc.com</a>  To register call the Career Center hosting the workshop or email <a href="mailto:info@csswfnyc.com">info@csswfnyc.com</a> Space is limited		<b>1</b>	<b>2</b> (E) Job Search Email Guide 1:00 – 2:00	<b>3</b> (V) How to Get Funded for Training 1:30 – 2:30	<b>4</b>
	<b>7</b>	<b>8</b>	<b>9</b> (E) Basic Resume 1:00 - 2:00	<b>10</b> (E) Road to Work for Justice Involved 1:00 - 2:00	<b>11</b>
	<b>14</b> ALL CAREER CENTERS CLOSED FOR COLUMBUS DAY	<b>15</b>	<b>16</b> (E) Targeting a Resume 1:00 – 2:00 (V) How to Get Funded for Training 10:00 – 11:00	<b>17</b> (***) ST Virtual Career Fair 11:00 - 2:00 (E) Advanced Resume Development 1:00 - 2:00	<b>18</b>
	<b>21</b>	<b>22</b>	<b>23</b> (E) Cover Letters 1:00 – 2:00	<b>24</b> (E) Mature Worker 1:00 - 2:00 (V) Interviewing Skills 10:30 – 11:30	<b>25</b>
(***) ST Virtual Career Fair  Register:  <a href="https://nysdolvirtual3.easyvirtualfair.com/user/register/step1">https://nysdolvirtual3.easyvirtualfair.com/user/register/step1</a>	<b>28</b>	<b>29</b> (V) How to Get Funded for Training 3:00 – 4:00	<b>30</b> (E) Mastering Online Applications 1:00 – 2:00	<b>31</b>	
				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.

**Road to Work for Justice Involved** - Do you have a criminal conviction or arrest in your past that you feel is affecting your job search? Learn more about how to obtain background checks and records of arrest and prosecution, or RAP Sheets and how these documents can help you prepare for interviews.

**Advanced Resume Development** - During this workshop you will learn what is needed to create an effective targeted resume mastering the use of transferrable skills. Bring a job posting for a position you have or are interested in applying for to use as an example during the workshop.

**Mature Worker** - Let's examine perceptions and realities of age discrimination in the job search, plus learn about winning strategies to help you move confidently towards your next job.

**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. Lastly, they will learn how to manage their email, freeing up space and creating folders for saving emails for future reference.

**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.

**Targeting a 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.

**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.

**Interviewing Skills** - This workshop will cover both basic and advanced interviewing information including how to research a company and effectively prepare for an interview, how to answer difficult questions to improve your chances of receiving a job offer, and InterviewStream, an interactive interview prep application.