

# February



2017

## Ultimate Job Search Workshops

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Workshop Job Search Techniques 9:00-Noon	3	4
5	6	7	8	9 Workshop Writing Effective Resumes 9:00-Noon	10	11 
12	13	14 <i>Happy Valentine's Day!</i> 	15	16 Workshop Interviewing with Confidence 9:00-Noon	17	18
19	20 Closed for President's Day	21	22	23 Workshop Success on the Job 9:00-Noon	24	25
26	27	28				

Call (406) 265-5847 to reserve your spot today!



Montana Department of  
**LABOR & INDUSTRY**

\*If you are unable to attend one of the workshops; staff is available for individual assistance, please call 406-265-5847 to arrange. \*

## **Summary of workshops provided by Havre Job Service** (see calendar for dates and times, please call to sign up\*)

### **Ultimate Job Search – scheduled 3 hour, one of five parts is offered every Thursday.**

The five parts in the series are below. You can attend any or all.

- 1. Starting the Job Search.**
  - Identify your skills and interests, as well as learn how to manage your time, money and stress during your job search.
- 2. Job Search Techniques.**
  - Topics on job searching and researching companies. Also helpful instructions on completing job applications.
- 3. Writing Effective Resumes.**
  - Gain a better understanding of the resume and its purpose. Improve your ability to write a resume, cover letter and reference sheet.
- 4. Interviewing with Confidence.**
  - Learn how to better prepare for an interview, and the answers to some of the most common interview questions.
- 5. Success on the Job.**
  - Learn how to be better prepared when starting a new job. Also, gain an understanding of good work habits.

**\* To sign-up, call 406-265-5847**