



Get the Best Possible Job

WORKSHOPS at the Yuba County One-Stop

Call (530) 749-4850 or Come In to Sign-up

BE YOUR BEST

PACKAGING YOURSELF (Ellis Room-upstairs #208) (Every Other Tuesday 10:30am to Noon)

- Maximize your job portfolio for best results
- Learn how to sell yourself to an employer or anyone
- How do you beat the competition for the job you want



JOB SEARCH 2011 (Maidu Room- downstairs off lobby) (2nd and 4th Wednesdays each Month, 3:00pm to 4:30pm)

- What are employers looking for?
- Where do you look for job leads?
- What are the best job search techniques?



EFFECTIVE RÉSUMÉ WRITING (Maidu Room- downstairs off lobby) (1st and 3rd Wednesdays each Month, 3:00pm to 4:30pm)

- What your résumé should do for you.
- How to create a winning résumé.
- Improve your résumé using O*NET.



SUCCESSFUL INTERVIEWING (Ellis Room-upstairs #208) (Every Other Thursday – 1:30pm to 3:00pm)

- How to prepare for an interview
- The Do's and Don'ts of interviewing
- How to answer interview questions



COMPUTER HELP

BASIC COMPUTER SKILLS (Ellis Room- upstairs #208) (Every Other Wednesday – 1:30pm to 3:30pm)

- General info about how computers work.
- Basic info on how to use a computer.
- Basic info on how to use the Internet.



VOS INTRODUCTION (Ellis Room-upstairs #208) (Every Other Thursday – 9:00am to 10:00am)

- Learn about the all new Virtual One Stop website & job search tools
- Register with VOS to use website's many job search tools
- Using the VOS website for job search & automated job alert tools



VOS BACKGROUND WIZARD & RESUME (Ellis Room-upstairs #208) (Every Other Thursday – 1:30pm to 3:00pm)

- Use VOS to save your work and training details to use on applications & resumes
- Use your saved background information to create multiple custom resumes quickly
- Use your VOS information to match with job listings that met your needs