



TARGETED JOB SEARCH WORKOUTS

A series of no-cost, open-to-the-public workshops to help strengthen your job search skills, exercise your career planning ability and stretch your mind.

WINTER 2012 SCHEDULE OF WORKSHOPS

6-7:30 p.m. Wednesday January 18th	TARGETED JOB SEARCH STRATEGIES: If you don't fit, you shouldn't submit! You have HARD and SOFT skills, but do you know what they are and if they TRANSFER to the jobs that are available?
6-7:30 p.m. Wednesday January 25th	EMPLOYABILITY S.W.O.T.* ANALYSIS: A valuable career assessment tool that helps you dig deeper into the match between you and work. Worksheets will be provided to get you started on this effective job search process.
6-7:30 p.m. Wednesday February 1st	CONCISE AND PRECISE TARGETED RESUMES: Learn how to eliminate cliché resumes that do not illustrate your skills and achievements. Don't take the easy way that prompts you to create boilerplate, boring, and generic resumes that never work. Sample statements will be re-written by the group and viewed on the screen for all to see!

No registration required. Cost: Just your time, sense of humor and active participation. Bring your resume and any job announcements of interest to you to all sessions.

Mission Valley Branch Library Community Room, 2123 Fenton Parkway, San Diego, CA 92108
Next to IKEA and near the Fenton Parkway Trolley Station. Parking is free.

* S.W.O.T.—Strengths, Weaknesses, Opportunities and Threats - a process to assess internal and external job search issues.

This program is a community presentation by Doug Elliot, Career Counselor, with the support of San Diego Continuing Education. Doug has over 25 years of helping San Diegans with their career planning and job search needs and brings real life stories from his students, clients, family and friends to his workshops. Come with a pen, notepaper, an open mind and a quest to learn!

This information provided in other formats upon request