

August 2022

CareerForce Blaine

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
		Individual Assistance: Online LinkedIn Profile Review 9:00 – 10:00 On-Site Hiring Event (Registration not required) 10:30 – 12:30 CareerForce: Resume Writing Advanced Online 2:00 – 3:30		Individual Assistance: Online LinkedIn Profile Review 2:00 – 3:00
8	9	10	11	12
Job Search Q&A with Diane 1:30 – 2:30	Tips for Networking with LinkedIn 3:00 – 4:30	CareerForce: Career Exploration Online 10:00 – 11:30 Individual Assistance: Online LinkedIn Profile Review 1:30 – 2:30		Individual Assistance: Online LinkedIn Profile Review 1:30 – 2:30
15	16	17	18	19
Individual Assistance: Online LinkedIn Profile Review 10:00 – 11:00		On-Site Hiring Event (Registration not required) 10:30 – 12:30 Individual Assistance: Online LinkedIn Profile Review 2:00 – 3:00	CareerForce: Interviewing Skills Online 9:00 – 10:30	
22	23	24	25	26
Job Search Q&A with Diane 1:30 – 2:30	Individual Assistance: Online LinkedIn Profile Review 2:00 – 3:00	CareerForce: Networking Online 10:00 – 11:30	Individual Assistance: Online LinkedIn Profile Review 3:00 – 4:00	Tips for Networking with LinkedIn 2:00 – 3:30
29	30	31		
CareerForce: Basic Resume Writing Online 1:00 – 2:30	Individual Assistance: Online LinkedIn Profile Review 2:00 – 3:00	Individual Assistance: Online LinkedIn Profile Review 11:00 – 12:00		

Register on-line at
<http://careerforcemn.com/blaine>
(Activities Subject to Change without Notice)

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1201 89th Ave NE Suite 235 Blaine, MN 55434 Phone: 763-324-2300

CareerForce: Basic Resume Writing Online

If you haven't ever written a resume or it's been a while, this class will bring you up to speed with the most current information regarding file formats, styles, best practices and how to target your resume to the job posting. You will also learn a simple approach to writing a good cover letter. Remember these documents are usually the first impression you make, make it a great one.

CareerForce: Career Exploration Online

Whether you are thinking about making a career change or you are just launching your career, this class will help you get started. Increase your awareness of the many factors to consider when making a career decision. Also, learn about using career assessments and determine your next steps to making an informed decision.

CareerForce: Interviewing Skills Online

Do you get the jitters before an interview? Become more confident by preparing ahead of time, learning techniques you can use to answer questions, and how to close the interview. We'll also discuss what to do after the interview and how to negotiate salary.

CareerForce: Networking Online

Networking is key to a successful job search; however, many job seekers are uneasy with networking. So, what if you had a framework for how to approach networking? By taking a closer look at networking, you will learn about its critical aspects, how to expand your network and how to use LinkedIn as an invaluable networking tool.

CareerForce: Resume Writing Advanced Online

Got the basics down? Let's dig deeper and help ensure your resume gets you into the interview. A good resume is one that gets through the Applicant Tracking System (ATS) and is pleasing to the reader. Using key words and calling out your specific related skills will improve targeting. A standout resume also includes accomplishment statements. Help to ensure your resume is doing its job.

Individual Assistance: Online LinkedIn Profile Review

Is your LinkedIn Profile complete and doing a good job of showcasing your skills and abilities? Meet virtually with a staff member one on one and find out. Must already have a LinkedIn account

Job Search Q&A with Diane

Looking for a job but not sure where to start? Thinking about changing careers? Concerned about answering tough interview questions? Not sure about available resources? Come join Job Talk. With experience as both a Sr. Job Search Specialist and a Human Resources professional Diane has a reputation for providing excellent and up to date guidance in all things job search. Drop in, get your questions answered and learn from other participants as well. Stay as long as you like.

Tips for Networking with LinkedIn

Networking is essential to job search and that includes accessing social media tools such as LinkedIn. Join us to discover the full networking capabilities of this tool and learn how to continuously build and monitor your network.

On-Site Hiring Event

Come visit with local employers that have current job openings. Come dressed for an interview and with copies of your resume.

(Activities Subject to Change without Notice)

An equal opportunity employer and service provider

Upon request, this information can be made available in alternative formats for people with disabilities by calling 763-324-2300 or by using your preferred relay service.