

Job Seeking Skills Workshops

January - June, 2017



Register for reserved seating. Walk-ins welcome.

★ **Manti Employment Center**
55 S. Main Suite #3 • Manti, Utah

- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call 435-835-0720, visit jobs.utah.gov or come to DWS at 55 S. Main Suite #3 • Manti, UT.

RESUMÉ WRITING:

Jan 3, 17, 31	10:00 AM–12:00 PM
Jan 10, 24	1:00 PM–3:00 PM
Feb 7, 21	1:00 PM–3:00 PM
Feb 14, 28	10:00 AM–12:00 PM
Mar 7, 21	1:00 PM–3:00 PM
Mar 14, 28	10:00 AM–12:00 PM
Apr 4, 18	1:00 PM–3:00 PM
Apr 11, 25	10:00 AM–12:00 PM
May 2, 16	1:00 PM–3:00 PM
May 9, 23	10:00 AM–12:00 PM
Jun 6, 20	10:00 AM–12:00 PM
Jun 13, 27	1:00 PM–3:00 PM

INTERVIEWING SKILLS:

Jan 4, 18	1:00 PM–3:00 PM
Jan 11, 25	10:00 AM–12:00 PM
Feb 1, 15	1:00 PM–3:00 PM
Feb 8, 22	10:00 AM–12:00 PM
Mar 1, 15, 29	1:00 PM–3:00 PM
Mar 8, 22	10:00 AM–12:00 PM
Apr 5, 19	10:00 AM–12:00 PM
Apr 12, 26	1:00 PM–3:00 PM
May 3, 17	10:00 AM–12:00 PM
May 10, 24	1:00 PM–3:00 PM
Jun 7, 21	1:00 PM–3:00 PM
Jun 14, 28	10:00 AM–12:00 PM

RESUMÉ WRITING: Learn how to write and design an effective resumé that will get you an interview. Receive resumé and cover letter examples to assist in completing your personal career documents.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market skills and answer commonly asked questions to represent your skills to the prospective employer.

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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