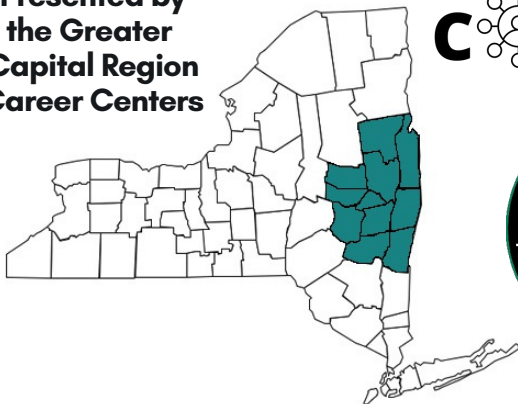


Greater Capital Region Career Centers JANUARY 2023 Virtual Workshops

	Monday	Tuesday	Wednesday	Thursday	Friday
2-6			10am <u>Resume Development</u> ⁴	11am <u>Transferable Skills</u> ⁵	
9-13		10:30am <u>Interview Preparation</u> ¹⁰	10am <u>Goal Setting</u> ¹¹		
16-20				11am <u>Completing Job Apps</u> ¹⁹	
23-27		10am <u>Overcoming Barriers</u> ²⁴		1:30pm <u>Social Media</u> ²⁶	
30-31					

Presented by
the Greater
Capital Region
Career Centers



Greater Capital Region Career Centers JANUARY 2023 Virtual Workshops

Resume Development - <https://bit.ly/GCR2Resumes>

Your resume and cover letter are crucial components that can set you apart from other candidates when applying for a job. This workshop will present the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview. *Please bring a rough draft of your resume*

January 4th at 10am: Facilitated by Rensselaer and Columbia-Greene



Transferable Skills - <https://bit.ly/GCR2Skills>

Transferable skills are qualities you have already acquired which can be used in a different job. Make it easy for employers to see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem. Learn ways to research the employer's needs then identify and show them that you have these skills.

January 5th at 11am: Facilitated by Warren and Albany



Interview Preparation - <http://bit.ly/GCRInterviewPrep>

A job interview is the opportunity for an employer to see if you are a good fit for the position and the company – and it's a chance for you to see if they fit your needs as well. This workshop will discuss how to articulate your strengths, what questions to expect, how to address difficult topics, and acing the entire interviewing process.

January 10th at 10:30am: Facilitated by Schenectady



Goal Setting - <https://bit.ly/GCR2GoalSetting>

Goals are what take us forward in life. They are the first step to every journey we take. In this workshop we will explain how goal setting works, why goals are important, and take home more helpful resources to get you started. Remember: "if you aim for nothing, you'll hit it every time." Find out how to reach your dreams.

January 11th at 10am: Facilitated by Washington and Albany



Completing Job Apps - <https://bit.ly/GCR2JobApps>

Statistics show that approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system (ATS) to screen candidates for job opportunities. Find out how you can prepare and hear suggestions for getting the most visibility out of your online application.

January 19th at 11am: Facilitated by Warren and Washington



Overcoming Barriers - <https://bit.ly/GCR2Barriers>

Join us for this informal glimpse into potential stumbling blocks to finding a job and some resources and strategies to help you meet your goals. Whether you're facing transportation needs, childcare needs, prior justice system involvement, inexperience, health concerns, or more - we're here to help connect you to resources!

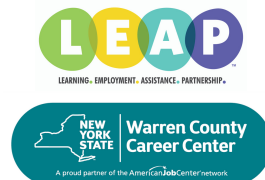
January 24th at 10am: Facilitated by Saratoga and Fulton-Montgomery-Schoharie



Social Media - <http://bit.ly/GCRSocialMedia>

Your social media presence can make or break your ability to find a job. Don't let your digital footprint hold you back. Learn how to use social media to your advantage in searching for a job and marketing yourself to land the job or career you've always wanted.

January 26th at 1:30pm: Facilitated by Schenectady



Saratoga County Career Center

Columbia-Greene
WORKFORCE NY
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