



SCHEDULE OF EVENTS

Resume Workshop

work2future Youth Training Center
2072 Lucrecia Ave. San José, 95122
Tuesday, Feb. 16, 2016 - 9am - Noon
Thursday, Feb. 18, 2016 - 9am - Noon
Register at:
<http://w2f-resumeskills.eventbrite.com>

Interview Skills Workshop

work2future Youth Training Center
2072 Lucrecia Ave. San José, 95122
Tuesday, Feb. 16, 2016 - 1pm - 4pm
Thursday, Feb. 18, 2016 - 1pm - 4pm
Register at:
<http://w2f-interviewskills.eventbrite.com>

City of San José Career Fair

City Hall Rotuna
200 E. Santa Clara St. San José, 95113
Saturday Feb. 27, 2016 - 9AM - 2PM
For more information:
www.sanjoseca.gov/cityjobs



INTERESTED IN MAKING A DIFFERENCE IN YOUR COMMUNITY?

The City of San José and work2future have scheduled the following workshops to help interested applicants prepare for the City of San José Career Fair on Saturday, February 27.

Resume Workshop

One of the most important and intimidating steps in the job search process is writing a solid resume that will fit the requirements of the city position you are applying for. Your resume must appeal to human screeners while also being optimized for the electronic age. Students will learn:

- what a resume should look like and say depending on the target city position
- to master the dos and don'ts of resume creation
- the most common sections found on resumes in today's job market

Interviewing Skills Workshop

Preparing for your job interview could very well be one of the most important moments of your career. Landing the perfect job can be a challenge, but just a little preparation and thought ahead of time can have wonderful effects on your interviewing skills. Students will learn about:

- common interview questions
- what employers want
- body language
- mock interviews
- phone interviews / behavioural interviews
- closing interviews
- thank you notes