

# FREE WORKSHOP SCHEDULE

August 2017—December 2017

## Resume Writing Workshop

*Emphasis on the importance  
of a resume.*

*Writing high quality cover letters.*

*August 14 & 28, September 11 & 25,  
October 23, November 13 & 27,  
December 11*

*1:00PM to 3:00PM*

## Interviewing Skills Workshop

*Selling yourself at the interview.  
Difficult interview questions.*

*August 9, September 13, October 11,  
November 8, December 13*

*1:00 PM to 3:00 PM*

## Job Search Skills Workshop

*Review methods to find job  
openings.*

*August 2, September 6, October 4,  
November 1, December 6*

*1:00PM to 3:00PM*

## Good Employee Skills Workshop

*Review Employer Expectations.*

*August 16, September 20, October 18,  
November 22, December 20*

*1:00PM to 3:00PM*

## Computer Basics Workshop

*Review basic computer skills.*

*August 23, September 27,  
October 25,  
November 29, December 27*

*1:00PM to 3:00PM*

Classes and Registration  
at:

Ohio Means Jobs  
Shelby County  
227 South Ohio  
Avenue, Sidney  
(937) 498-4981  
ext. 2816



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