



County of Ventura Human Services Agency
America's Job Center
CareerShops of CaliforniaSM
 Employment Services Workshops

You must be registered with
CalJOBS
 to register for Career Shops

FEBRUARY 2017

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------------------------|------------------------------------|-----------|----------|---|
| | | 1 | 2 | 3 |
| | | | | Job Search / Social Media OAJC 8:30 – 12 Técnicas para la Búsqueda de Trabajo OAJC 1:30 – 4 |
| 6 | 7 | 8 | 9 | 10 |
| | Power of CalJOBS OAJC 8:30 – 12 | | | Resumés that Sell OAJC 8:30 – 12 Técnicas para la Búsqueda de Trabajo OAJC 1:30 – 4 |
| 13 | 14 | 15 | 16 | 17 |
| | Power of CalJOBS OAJC 8:30 – 12 | | | Winning Interviews OAJC 8:30 – 12 Técnicas para la Búsqueda de Trabajo OAJC 1:30 – 4 |
| 20 | 21 | 22 | 23 | 24 |
| Holiday Offices Closed | Power of CalJOBS OAJC 8:30 – 12 | | | Job Search / Social Media OAJC 8:30 – 12 Técnicas para la Búsqueda de Trabajo OAJC 1:30 – 4 |
| 27 | 28 | | | |
| | Power of CalJOBS ECAJC I – 4:30 | | | |

– FREE! Career Shops are offered at no cost to Job Seekers. FREE! –

LOCATION GUIDE

| | |
|---|---|
| ECAJC – America's Job Center – East County 2900 N. Madera Road, Simi Valley (805) 955-2282 | OAJC – America's Job Center – Oxnard 2901 N. Ventura Road, Oxnard (805) 204-5171 |
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Must be registered with CalJOBS to register for Career Shops
 Career Shops are sponsored by the Human Services Agency, EDD Workforce Services, and the Workforce Development Board
 Equal Opportunity Employer/Program/Service - TDD/TTY Inquiries call 1 (800) 735-2922
 Auxiliary aids and services are available upon request to individuals with disabilities

www.caljobs.ca.gov



- **Job Search / Social Media** – This workshop provides common sense tactics to be more effective in finding employment when dealing with little work experience, age discrimination, gaps in employment, barriers, and returning to the workforce. Social Media: This workshop provides information on the most popular online social networks.
- **The Power of CalJOBS** – CalJOBS is an online resource that can be used to navigate California’s workforce services providing employment and labor market information. The newly enhanced system allows users to easily search for jobs, build résumés, access career resources, and find information on education and training programs.
- **Resumés That Sell** – Get hands-on assistance in completing your resumé, cover, and thank-you letters. Upon completion of this Career Shop, you will walk away with a portfolio that shows off your professional documents. You’ll get an extra boost of self-confidence from the professionalism your portfolio demonstrates.
NOTE: Come prepared with your employment history for the last 10 years and names, addresses, and phone numbers of three (3) personal and three (3) professional references.
- **Winning Interviews** – You never get a second chance to make a first impression. This Career Shop will give you the tools you need to make a lasting impression that wins you a job. You will walk away with your own 30-second commercial that allows you to quickly and efficiently discuss your skills. After this session, you can be confident that you are prepared for any interview, any place, anytime.

SPANISH Career Shops

- **Tecnicas para la Búsqueda de Trabajo** – Está diseñada para personas que estan buscando empleo. Los temas incluyen donde y como buscar empleo, como crear una red de comunicación, tecnicas de como usar el teléfono apropiadamente para buscar empleo y como usar la red del internet para buscar empleo. También aprenderá tecnicas apropiadas para hacer una entrevista.
- **El Poder de CalJOBS** – CalJOBS es un recurso en línea que se puede utilizar para navegar los servicios de la fuerza laboral de California, que proporciona información del empleo y el Mercado laboral. El Sistema Nuevo y mejorado permite a los usuarios buscar fácilmente empleos construir resúmenes, accede los recursos de carreras, y encontrar información sobre los programas de educación y entrenamiento.

Sign up for Career Shops today! Ask any America’s Job Center staff member for details.

Career Shops are presented in partnership with America’s Job Center of CaliforniaSM, Ventura County

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