

# ARIZONA @ WORK™

CITY OF PHOENIX

| APRIL SEMINARS   | NORTH                       | WEST                         | SOUTH                 |
|--|-----------------------------|------------------------------|-----------------------|
| <b>How to Create A Winning Resume</b><br>Learn how to write a specific, accomplishment based resume to land your next interview                | Apr. 1, 8, 15, 22<br>9-11am | Apr. 6, 13, 20, 27<br>9-11am | Apr. 7, 21<br>9-11am  |
| <b>Perfecting Your Interviewing Skills</b><br>Learn current interview techniques to land your next opportunity                                 | Apr. 1, 8, 15, 22<br>1-3pm  | Apr. 6, 13, 20, 27<br>1-3pm  | Apr. 14, 28<br>9-11am |
| <b>Mock Interview Lab</b><br>Must first attend the "Perfecting Your Interview Skills" workshop   | Apr. 5, 19<br>9-11am        | Apr. 14, 28<br>1-3pm         |                       |
| <b>AJC Account, do you have one?</b><br>Must bring your current AJC username and password AND have basic computer skills                       | Apr. 12, 26<br>9-11am       |                              |                       |
| <b>Understanding LinkedIn Part 1</b><br>Learn how to sign up, navigate, and build a high quality profile                                       | Apr. 5, 19<br>1-3pm         |                              |                       |
| <b>Leveraging LinkedIn Part 2</b><br>Learn to stand out, get noticed, and gain more opportunities  | Apr. 12, 26<br>1-3pm        |                              |                       |
| <b>Open LinkedIn Lab</b><br>Open only to those who have attended both LinkedIn workshops   | Apr. 5, 19<br>3:30 - 4:30pm |                              |                       |
| <b>21<sup>st</sup> Century Job Search Seminar</b><br>Job Search Techniques, Resumes, Interviewing with Confidence, Networking and Social Media | Apr. 29,<br>9am-4pm         |                              |                       |
| <b>JOB CLUBS</b>   |                             |                              |                       |
| <b>Cover Letter Fundamentals</b>   | Apr. 7, 9-10:30am           |                              |                       |
| <b>Expanding Gaps in Employment History</b>  | Apr. 21, 9-10:30am          |                              |                       |
| <b>How to Apply for a Job Online</b> - Find out where to look and set your expectations  |                             |                              | Apr. 12<br>10-11:30am |
| <b>Your Personal Tagline</b> - Creating and effectively using a tagline during job search  |                             | Apr. 13, noon-1pm            |                       |
| <b>How to Ace a Phone Interview</b> - Tips and tricks to have a successful phone interview   |                             | Apr. 27, noon-1pm            |                       |

**NORTH**  
9801 N. 7<sup>th</sup> St., Phoenix, AZ 85020  
(602) 861-0208

**WEST**  
3406 N. 51<sup>st</sup> Ave., Phoenix, AZ 85031  
(623) 245-6200

**SOUTH**  
4732 S. Central Ave., Phoenix, AZ 85040  
(602) 534-4732