

# Job-Seeker

# **Workshop Schedule**

# **MONDAYS**

# **TUESDAYS**

# **Resume Writing**

May 6 10:00 a.m.

#### **Resume Writing**

May 13 10:00 a.m.

#### **Resume Writing**

May 20 10:00 a.m.

#### **Resume Writing**

May 27 10:00 a.m.

## **WEDNESDAYS**

Social Media and the Hidden Job Market

#### In-demand Jobs

May 21 10:00 a.m.

## **THURSDAYS**

#### OMJ Center Orientation Virtual

May 1 10:00 a.m.

#### OMJ Center Orientation In-Person

May 8 10:00 a.m.

#### OMJ Center Orientation Virtual

May 15 10:00 a.m.

#### OMJ Center Orientation In-Person

May 22 10:00 a.m.

#### OMJ Center Orientation Virtual

May 10:00 a.m.

# **FRIDAYS**

Social Media and the Hidden Job Market/In-demand Jobs - Learn about different ways to look for work you may not have considered including social media, Glassdoor.com, Employer Locator, and Apprenticeships. Also, learn how to navigate OhioLMI.com to find out which jobs are in demand, on the rise, and how much they pay.

Resume Writing - Learn the basics of resume writing and leave the class with a completed resume and upload to OhioMeansJobs.com. Please bring your employment history, a job description/job posting (if available or applicable), as well as your most up-to-date resume to this class. A resume is not required to attend, but it is strongly encouraged. You will also learn how to use social media platforms to network, project a professional image, and search for jobs online. (Participants must have basic computer skills and an email address before taking this class.)

**OMJ Center Orientation** - Receive an introduction to the variety of services offered at the OMJ Center. Attendees will learn more about job search assistance, short-term training options, Staff assisted services, referral to partner agencies, career counseling and other services offered through the OhioMeansJobs Trumbull County center.

For more information, please call (330) 675-2179 280 N Park Ave Warren, OH 44481



