



## JOB SEEKER WORKSHOPS

Whether you're looking for a New Job or a Better Job... you can start or "re-start" your job search with us. Please reserve your seat for workshops.

### Broome Workforce New York

171 Front Street, Binghamton, NY 13905 607-778-2136 [www.broometiogaworks.com](http://www.broometiogaworks.com)  
Resource Room Summer Hours: Mon-Fri 8 am – 4:00 pm (5/27/08 to 8/29/08)

Workshops will begin at the scheduled time; late arrivals will be required to sign up for the next session.

**Need to get the most out of your job search? Sign-up for our workshops!**

### JOB SEARCH

#### Monday

Skills ID 1-3pm  
-First step to knowing yourself and building statements for resumes and interviews.

#### Wednesday

Resumes and Cover Letters 9-11am  
-Learn about a resume.  
-Write a winning cover letter.

Interview Prep 1-3pm  
-Get ready for your next interview

#### Thursday

Networking/Job Retention 9-11am  
-Obtain contacts and job leads.  
-Tips for keeping a job.

#### Friday

Mock Interviewing 9-11am  
-Practice your interview skills

#### Job Search help – held daily in Resource Room

##### WinWay Resume Production

8 – 10 AM 2-4 PM

- Build a winning resume with this easy to use software program.

##### Email & Attachments 10 AM - noon

- Learn how to use e-mail, and attach resumes.

##### AJE & Applications Noon – 2 pm

- Find job openings using the Internet.
- Complete an on-line application.

### COMPUTER CLASSES

#### Monday

Basic Computer Skills 9-11am  
-For beginners, an introduction to Windows using a mouse, and managing files.

Workforce Computer Skills 1-3pm  
-Sign-up for personalized instruction, or to take advantage of tutorials in MS Word, MS Excel, MS Powerpoint, MS Access, Quickbooks, and more. Beginners should take Basic Computer Skills, prior to attending these labs.

#### Wednesday

Basic Computer Skills 1-3pm  
Workforce computer Skills 1-3pm

#### Thursday

Workforce Computer Skills 9-11am  
Intro to Internet Job Search 1-3pm  
-Get tips to make the most of your search for jobs.

#### Friday

Workforce Computer Skills 9-11am

#### Additional Workshops

**Civil Service Test Tips** – Explains the levels of civil service, town, county, state, and federal systems and how to relate your qualifications to the exams.

**How to Effectively Save on a Budget** – Learn ways to safeguard your money. Presented by a representative from SEFCU.

### CAREER DEVELOPMENT

#### Monday

Skills ID 1-3pm  
-First step to knowing yourself and building statements for resumes and interviews.

#### Tuesday

Job Zone 9-11am  
-Get an inventory of your interests, skills and values.

Occupational Exploration 1-3pm  
-Find out about demand occupations and new careers.

NY Wired Orientation 1-3pm  
-Discover on-line courses to enhance your skill level.

#### Wednesday

Occupational Exploration part 2 9-11am  
-More exploration of jobs and training.

#### Thursday

NY Wired Orientation 1-3pm

#### To be scheduled

Employment Counselor meeting

-To determine career development plan.

#### Owego area job seekers:

Check out the Tioga Employment Center, located at the Health and Human Services Building, 1062 Route 38, Owego, NY 13827

Tel. (607) 687-8500

Hours: Mon. - Fri., 8:30 am – 4:30 pm