

**CAYUGA WORKS CAREER CENTER and
NEW YORK STATE DEPARTMENT OF LABOR
199 Franklin Street, Suite 204
Auburn, NY 13021**

WORKSHOP SCHEDULE

May 2012

1. Please call 315-253-1590 to reserve your spot in the workshop(s) of your choice.
2. **If you cannot attend your selected workshop, please call to cancel or reschedule.**
3. A resume critique is available. You may leave your resume at the front desk for this service.

When I Grow Up I Want To Be A

Are you seeking a new career direction? Interested in exploring new career paths? Attend this workshop and begin the process of identifying new opportunities for a satisfying career.

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| 5 / 7 | When I Grow Up I Want To Be A ... | 9:00 – 11:00 AM | R223 |
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Resume Writing for Today's Job Market

Do you need a resume for your job search? Does your resume need updating for today's job market? Attend this workshop and learn to impress potential employers and gain that important interview.

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| 5 / 8 | Resume Writing | 9:00 – 11:00 AM | R223 |
| 5 / 23 | Resume Writing | 9:00 – 11:00 AM | R223 |

Job Searching in the 21st Century

Are you looking for jobs the 'old-fashioned' way? Not finding what you are looking for in the classifieds or on those internet sites? Attend this workshop and learn new approaches to landing a new job.

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| 5 / 9 | Job Searching in the 21st Century | 9:00 – 11:00 AM | R223 |
| 5 / 24 | Job Searching in the 21st Century | 1:00 – 3:00 PM | R223 |

Your Interviewing Skills: A Key to Employment

Are your interviewing skills rusty? Has it been years since you last interviewed or are your interviews not resulting in jobs? Attend this workshop to enhance your ability to earn a job offer.

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|--------|------------------------------------------------------|-----------------|------|
| 5 / 10 | Your Interviewing Skills: A Key to Employment | 1:00 – 3:00 PM | R223 |
| 5 / 30 | Your Interviewing Skills: A Key to Employment | 9:00 – 11:00 AM | R223 |

On Line Applications: Applying for Jobs in the Digital Age

Attend this workshop and learn how to complete an online application to increase your employment prospects.

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|--------|------------------------------------------------------------------|-----------------|------|
| 5 / 11 | On Line Application: Applying for Jobs in the Digital Age | 9:00 – 11:00 AM | R223 |
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Cover Letter Writing

Did you know you need a letter every time you send your resume to a potential employer? Attend this workshop and learn how to convey your experiences to gain an interview.

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| 5 / 15 | Cover Letter Writing | 9:00 – 11:00 AM | R223 |
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Civil Service: A Pathway to a Rewarding Career

Did you know that different levels of government hire individuals from literally hundreds of different occupations, from Accountant to Zoologist? Attend this workshop and learn how it could lead to a rewarding career.

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| 5 / 17 | Civil Service: A Pathway to a Rewarding Career | 1:00 – 3:00 PM | R223 |
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Negotiating your Compensation Package

Do you know how to ask for a *bigger* paycheck? Attend this workshop and learn the negotiation skills necessary to enhancing your salary, benefits and other compensation package elements.

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| 5 / 18 | Negotiating your Compensation Package | 9:00 – 11:00 AM | R223 |
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Transferable Skills and Your New Career

Want a new career with your current skills? Attend this workshop and identify your current transferable skills and how many other occupations need them.

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| 5 / 21 | Transferable Skills and Your New Career | 9:00 – 11:00 AM | R223 |
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