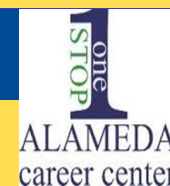


NORTH CITIES ONE STOP CAREER CENTERS - ALAMEDA



June 2017

COLLEGE OF ALAMEDA

Portable P
 (West Campus Drive)
 555 Ralph Appeztato
 Memorial Parkway
 Alameda, CA 94501
 Phone: (510) 748-2208
 Fax: (510) 814-8302

WEBSITES:

www.caljobs.ca.gov
www.alameda.peralta.edu/one-stop-career-center/

BUSINESS HOURS: MON, TUES, & THURS

10:00 am—4:30 pm

WEDNESDAY

10:00 am—5:30 pm

FRIDAYS

9:00—12:00 pm



Monday	Tuesday	Wednesday	Thursday	Friday
				1 Veteran Representative/EDD 12 — 4
5 WIOA Orientation 10:30 — 11:30	6 Open 10:00 — 4:30	7 Job Club 10 — 12 Networking Workshop 1:30— 3:30	8 Open 10:00 — 4:00	9 Open 9:00 — 12:00
12 WIOA Orientation 10:30 — 11:30	13 Open 10:00 — 4:30	14 Job Club 10 — 12 Résumé/Cover Letter/ Interview Workshop 1:30— 3:30	15 	16 Open 9:00 — 12:00
19 WIOA Orientation 10:30 — 11:30 COA—Summer Session June 19 — July 27	20 Open 10:00 — 4:30	21 Job Club 10 — 12 Networking Workshop 1:30— 3:30	22 Open 10:00 — 4:30	23 Open 9:00 — 12:00
26 WIOA Orientation 10:30 — 11:30	27 Open 10:00 — 4:30	28 Job Club 10 — 12 Résumé/Cover Letter/ Interview Workshop 1:30— 3:30	29 Veteran Representative/EDD 12 — 4	30 Open 9:00 — 12:00

ALAMEDA ONE STOP CAREER CENTER

Workshops & Events – June 2017

WIOA ORIENTATION: If you would like to get more individualized staff assistance, are an Alameda County residents, you might qualify for job placement, career counseling and On-The-Job Training through the Workforce Innovation and Opportunity Act, upon approval. The workshop will cover eligibility requirements and the process. *Facilitated by Usha Mortensen or Lubna Hanif*

RÉSUMÉ/COVER LETTER WRITING & INTERVIEW WORKSHOP: This comprehensive workshop will help you to create more effective résumés, cover letters and interviewing techniques that highlights your skills and qualifications.

We will cover the basics of résumé writing: purpose, format, effective content, and how to target your résumé to specific jobs.

Why is a cover letter so important? Most job seekers overlook this critical piece of their job search. Over half of employers require them as standard in considering you for a job. They are the first introduction of who you are. Learn how to use simple techniques to craft a custom cover letter for every job you apply to. Learn key words and action verbs to get hiring managers to take notice of you!

Wish you were more confident and prepared for job interviews? This workshop will cover interview preparation, types of interviews, crafting answers to common questions and follow up. You will learn how to use examples to answer questions more effectively.

Note: Bring your current résumé as well as any job descriptions you are interested in. *Facilitated by Susie O’Bryant*

JOB CLUB: The job search can be isolating and frustrating, especially if your only strategy is responding to jobs on-line. Improve your job search skills, share resources & leads with other job-seekers, learn how to develop your network, and find hidden job opportunities.

Facilitated by Susie O’Bryant

MAKING CONNECTIONS COUNT: THE ART OF SUCCESSFUL NETWORKING: Face-to-face networking is an essential skill to master and an important aspect of the job search strategy. This *interactive* workshop will cover the “true” definition of networking, networking opportunities, principles and etiquette of networking, common points of interest, the elevator speech, social media and reciprocity.

Facilitated by Susie O’Bryant

VET/EDD REPRESENTATIVE (DROP-IN/APPT): Need to talk to a veteran representative? Need some general EDD information? Meet with our California Veteran’s/EDD Representative. *Facilitated by Robert McCockran, Disabled Veterans’ Outreach Program Specialist (DVOP)*

VOCATIONAL REHABILITATION INFORMATION: One needs to call for information about the CA Department of Rehabilitation eligibility requirements and services available to clients. *Call (510) 622-2764 for information*

OFFICE PROFICIENCY (Incl. TYPING) CERTIFICATES (DROP-IN): Available from opening **until 45 minutes before closing** on Monday — Friday (on days we are open). *Facilitated by Office Staff*