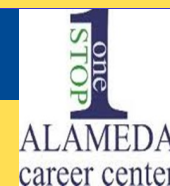


NORTH CITIES ONE STOP CAREER CENTERS - ALAMEDA



January 2018

COLLEGE OF ALAMEDA
 555 Ralph Appezato Memorial Parkway
 (West Campus Drive)
 Portable P
 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 CLOSURE		2 CLOSURE		3 Job Club 10 — 12 Resume/Cover Letter Workshop 1:30 - 3:30		4 Open 10:00 — 4:30 Veteran Representative/EDD 12:00—4:00		5 Open 9:00 — 12:00	
8 WIOA Orientation 10:30 — 11:30		9 Open 10:00 — 4:30		10 Job Club 10 — 12 Interview Workshop 1:30— 2:30		11 Open 10:00 — 4:30		12 Open 9:00 — 12:00	
15 CLOSURE		16 Open 10:00 — 4:30		17 Job Club 10 — 12 One-on-One Résumé Critique: by Appointment 1:30— 3:30		18 Open 10:00 — 4:30 Veteran Representative/EDD 12:00—4:00		19 Open 9:00 — 12:00	
 Dr. Martin Luther King Jr. Holiday		23 Open 10:00 — 4:30		24 Job Club 10 — 12 Resume/Cover Letter Workshop 1:30— 3:30		25 Open 10:00 — 4:30		26 Open 9:00 — 12:00	
22 WIOA Orientation 10:30 — 11:30 Classes Begin		30 Open 10:00 — 4:30		31 Job Club 10 — 12 Interview Workshop 1:30—2:30		Don't Forget To Ask Us About WIOA!			
29 WIOA Orientation 10:30 — 11:30									

ALAMEDA ONE STOP CAREER CENTER

Workshops & Events – January 2018

WIOA ORIENTATION: If you would like to get more individualized staff assistance, are an Alameda County residents (residents of the City of Oakland must apply at an Oakland One Stop/AJJC), 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 (1st, 3rd & 5th Monday) or Lubna Hanif (2nd & 4th Monday)

RÉSUMÉ/COVER LETTER WRITING 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!

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

INTERVIEWING WORKSHOP: 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.

Facilitated by Susie O'Bryant

ONE-ON-ONE RÉSUMÉ CRITIQUE: Must make an appointment when attending our Wednesday Resume/Cover Letter Workshop. Need to bring your *revised* resume and a job description that interest you. *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

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*