

CHICAGO Workforce Center



CAREER & JOB SEARCH WORKSHOPS

Schedule: Monday– Thursday

Career/ Job Search

Will help individuals to assess their skills and create a suitable career path, based on interests, workplace values and skill level. Individuals will receive information on the most effective techniques in finding jobs in a competitive job market.

Professionalism/ Interviewing Skills

Will provide individuals with tips on how to answer interview questions, how to handle problem questions, what to wear and the importance of proper etiquette during the interviewing process.

Resume Skills

Will teach individuals how to prepare a high-impact resume that will make a positive impression on prospective employers.

Basic Computer Skills

Computación Básica (se ofrece en español)

Will teach individuals the basic elements of using a computer. Learn to create an email account and create, edit, save and send documents.

Visit: www.nationalable.org/orientation
or call 312-994-8300 to sign-up for workshops

Chicago Workforce Center– 1700 W. 18th Street, Chicago, IL 60608