



## Get Help with your Job Search

**FREE Workshops from  
CAREER CONNECTIONS  
at Moraine Valley Community College**

### WIA Information Sessions

**Course: CC3-100-005**

**Weds., April 1, 2015**

**9:00 – 11:00 a.m.**

**Main Campus, Rm T-910**

Learn how the Workforce Investment Act (WIA) program helps low income and laid off workers get back to work. We'll cover the eligibility requirements and expectations for participants, and how the program helps you return to work – possibly including training.

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### Resumes & Cover Letters

**Course: CC3-106-004**

**Weds., April 8, 2015**

**9:00 – 11:00 a.m.**

**Main Campus, Rm T-952**

Learn how to tailor your resume and cover letter with key words from a job description to get through the online application system.

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### Networking & Social Media for Job Search

**Course: CC3-107-004**

**Weds., April 15, 2015**

**9:00 – 11:00 a.m.**

**Main Campus, Rm T-952**

Learn about optimizing your online brand while protecting your privacy. Find out how to build and use your network to get your resume into the hands of the hiring manager. Networking more than doubles your chances of getting a job versus applying online alone.

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### Successful Interviewing Strategies

**Course: CC3-105-004**

**Weds., April 22, 2015**

**9:00 – 11:00 a.m.**

**Main Campus, Rm T-910**

Learn how to prepare for the interview and present yourself in a way that appeals to employers.

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**More workshops →**

## Training Exploration & Labor Market Research

Course: **CC3-108-004**

Mon., April 27, 2015

9:00 – 11:00 a.m.

Main Campus, Rm T-952

Learn about career exploration, how to find WIA-approved programs and qualify for them, and how to research the labor market. **ONLY CERTIFIED WIA PARTICIPANTS ARE ELIGIBLE TO APPLY FOR WIA TRAINING DOLLARS, BUT ALL ARE WELCOME TO LEARN ABOUT HOW TO RESEARCH A CAREER!**

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**For those who have applied to WIA and completed the job-search skills workshops:**

## Intro to Illinois workNet, Skills Profile

Course: **CC3-104-005**

Weds., April 29, 2015

9:00 – 9:30 a.m.

Main Campus, Rm T-952

Create a login to Illinois workNet website, learn about resources there, and complete a Skills Profile (required for WIA participation). **If you do not have a Bachelor's Degree or higher**, please also register for:

## Test of Adult Basic Education (TABE)

Course: **CC3-101-005**

Weds., April 29, 2015

9:30 – 11:30 a.m.

Main Campus, Rm T-952

# Registration Required

## REGISTER ONLINE FOR THE WORKSHOPS:

- From the MVCC home page, [www.morainevalley.edu](http://www.morainevalley.edu), click on "Class Schedule" in the center at the top of the page.
- On the next page, click on "Click Here" in the tan box on the right-hand side.
- Then click on "search, register and pay for Non-Credit classes" from the list on the next page. Scroll down to "Topic Box" and select "Career Connections" from the drop down menu. Click "submit".
- Select one or more of the workshops shown and follow the steps to register.

**OR REGISTER BY PHONE AT: 708-974-2110**

## MAIN CAMPUS ADDRESS:

9000 W. College Pkwy.

Palos Hills, IL 60465

708-974-5735



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