



February 2020

1085 South Main Street Belle Glade, FL 33430

NEW! Online Workshops are now available!

Visit: <http://www.careersourcepbcc.com/job-seekers/workshops>

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5 <u>3:00pm – 4:00pm</u> TANF Walk-Ins	6 <u>2:00pm</u> Basic Resume Builder	7
10	11	12 <u>3:00pm – 4:00pm</u> TANF Walk-Ins	13 <u>9am</u> On-Site Employer Recruitment <u>2:00pm</u> Basic Resume Builder	14
17 <u>OFFICE CLOSED</u> <u>President's Day</u>	18	19 <u>3:00pm – 4:00pm</u> TANF Walk-Ins	20 <u>2:00pm</u> Basic Resume Builder	21
24 <u>10am</u> On-Site Employer Recruitment	25	26 <u>3:00pm – 4:00pm</u> TANF Walk-Ins	27 <u>2:00pm</u> Basic Resume Builder	28

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Workshop Title	Description
Basic Resume Builder <i>Limit 5 participants per session</i>	<p><i>Must be registered and completed Background Wizard in EF. Requires EF Username and Password to attend session.</i></p> <p>The Basic Resume Builder is designed to create your baseline resume. At the end of the session you will have a professional resume that highlights your skills and abilities. This resume will be uploaded in the Employ Florida website for employers to see. A paper copy will be provided to you for future use.</p>
Optimal Resume Online Workshop	<p>This Resume Builder program combines expert advice, high-quality samples and job market information to help you create value-based, targeted resumes for every job opportunity.</p> <p>Go to: www.careersourcepbc.optimalresume.com</p> <p><i>To Create An Account on Optimal Resume, follow the instructions in the "How It Works" window on the home page of the website.</i></p>
Optimal Interview Online Workshop	<p>This Interviewing program makes it easy to refine your interviewing skills from the comfort of your own home. It allows you to control all aspects of an interview practice session, including the interview type, the number of questions, your response format and the interviewer.</p> <p>Go to: www.careersourcepbc.optimalresume.com</p> <p><i>Optimal Interview is a feature on the Optimal Resume website. To Create An Account,</i></p>

Workshops will be open for check-in 10 minutes prior to the start time. Workshops, with the exception of the Center Orientation, require proof of Registration on the Employ Florida (EF) website. Registration may be completed at www.employflorida.com Staff will be available to assist in verification. It is requested that attendees be seated before the doors close 10 minutes after the scheduled start.

Dress appropriately – (No shorts, tank tops, flip-flops or cut-offs)

***Please note: Space is limited for all workshops and orientation sessions.**