

The Secret is Out!



What's New?
Interviewology
Resumeography
Letterography
Salaryology

Today's job search can take longer than many expect.

Did you know doing just one thing differently or fine tuning an action will often change the outcome and improve the result?

If you have been out of work for some time maybe it is time to

- tune up your Résumé,
- polish your answers to popular interview questions, or
- draft a few new letters to assist you in your job search.

We have **4** new workshops to help you.

Pick up a ValleyWorks Workshop Calendar to learn more or go to:

www.valleyworks.cc

Pick the workshop to meet your needs or attend all four.

Sign up today!

Space is limited & workshops are filling fast.



Interviewology: Become more confident in interviews. Use technology and video instruction to explore over 500 possible interview questions. Be confident in any interview you secure.

Letterography: Build compelling job search letters. During this workshop you will use the software in our computer lab to craft various styles of letters and email messages to use during a job search.

Prerequisite: Bring your job search log, a printed copy of an ADVERTISEMENT or JOB POSTING for a job you are interested in applying and your TYPED RÉSUMÉ. Must have an accessible email address, or 3 ½ diskette, or flash drive. No CDs. Without an electronic storage device, you will not be able to save letters.

Salaryology: Research your salary and the salaries of positions that interest you. Become comfortable discussing salary in interviews and throughout your job search. During this workshop you will use the software in our computer lab to set up an account you may access in the future to gather salary information, and be prepared to talk about money during your job search and interviews. **Prerequisite:** Bring your job search log, information on a job you would be interested in applying for & your typed résumé. You **MUST** have an accessible email address to use during the workshop session.

Resumeography: Build a Powerful Résumé – technology is a powerful tool to help you in today's Job Search. During this workshop you will use the software in our computer lab to help you quickly build a résumé to best highlight your skills and experience. **Prerequisite:** You must bring the following to the workshop: your job search log, a completed Résumé Worksheet (available in the Lawrence & Haverhill Resource Room), or a printed copy of your TYPED Résumé, have an accessible email address, or flash drive to save the résumé you create.