

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday |  Tuesday |  Wednesday | Thursday | Friday |
| **2****10:00AM to 11:30 AM****Customizing State and Other Applications** | **3****10:00AM – 11:30 AM**How to Create an Effective Resume and Cover Letter | **4****\*\*RSVP To Schedule a One-On-One Appointment at the** **Elgin Library beginning at 10:30AM****Kelly at** **512 303 3916** **ext. 2037** | **5****10:00AM – 11:30 AM**Find Your Path: Career Exploration  | **6**Image result for seasonal employment clipart |
| **9****10:00AM -11:30 AM****Coping With A Job Loss** | **10****\*\*RSVP To Schedule a One-On-One Appointment at the** **Smithville Library beginning at 1PM****Kelly at** **512 303 3916** **ext. 2037** | **11****\*\*RSVP To Schedule a One-On-One Appointment at the** **Elgin Library beginning at 10:30AM****Kelly at** **512 303 3916** **ext. 2037** | **12****10:00AM to 11:30 AM****How to Have An A+ Interview** | **13****\*\*RSVP To Schedule a one-on-one appointment at** **La Grange Office****Kelly at** **512 303 3916** **ext. 2037** |
| **16****10:00AM -11:30 AM****So What If You’re Over 40** | **17****10:00AM -11:30 AM****Networking for Job Search Success** | **18****\*\*RSVP To Schedule a One-On-One Appointment at the** **Elgin Library beginning at 10:30AM****Kelly at** **512 303 3916** **ext. 2037** | **19**A drawing of a face  Description automatically generated **10:00AM to 11:30AM****Let the New Work In Texas Work for You** | **20****\*\*RSVP To Schedule a one-on-one appointment at Giddings office****Kelly at** **512 303 3916** **ext. 2037** |
| **23****10:00AM – 11:30 AM****Effective Job Search Strategies** | **24****Office Closed****For Holiday**Image result for happy holidays free clip art | **25****Office Closed****For Holiday** **C:\Users\dieckke1\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FF0466E4.tmp** | 26**Office Closed****For Holiday**Image result for christmas free clip art | **27**Image result for seasonal employment clipart |
| **30****10:00AM – 11:30 AM****Managing Money While Unemployed** | 31Image result for free new year clip art 2020 |  |  |  |

**Find Your Path: Career Exploration**

Assess your skills, interests, values and personality to determine what job is right for you.

**Effective Job Search Strategies**

Jump-start your job hunt by learning effective strategies and key activities in finding your next job.

**Networking for Job Search Success**

Discover the importance of networking as a tool to find your next job. Learn how to contact people and uncover leads in the hidden job market. Learn how LinkedIn and other social media can be used in your job search.

**How to have an A+ Interview**

Preparation is the key to acing a job interview. Learn how to dress, overcome fears and practice responses to common interview questions.

**Mock Job Interviews**

**An appointment is required to practice for an interview.** To prepare**,** attend the How to Have an A+ Interview workshop. Email a résumé and job posting of interest to kelly.langley@ruralcapital.net to set the appointment

**Let the New Work In Texas Work for You**

Learn how to navigate the updated website. Set up

Virtual recruiters that will notify you when a job is posted. Update skills and save up to 5 resumes.



**How to Create Effective Résumés and Cover Letters**

Learn how to create or update your resume and cover letter for generating more job interviews. Bring your resume to compare it with recommended trends for customizing and formatting documents.

**Coping with a Job Loss**

Learn how to combat stress and anxiety that comes with losing a job. Discover ways to recover, keep a positive attitude and stay focused during your job search.

**So What if You’re 40 or Older**

Learn proactive ways to overcome age discrimination during a job search. Tips on updating a résumé, and answering job interview questions to remind employers of being qualified rather than “overqualified”.

**Managing Money While Unemployed**

Reduce financial stress while unemployed by using effective strategies to save money. Tips will be shared on how to develop a monthly budget, avoid credit card debt and take advantage of tax credits.

**Customizing State and Other Applications**

Find out how to reinforce qualifications on State of Texas and other job applications. Review tips for answering sensitive questions and responding to online assessments.



 

Workforce Solutions Rural Capital Area is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay TX: 711 or 1-800-735-2988 (Voice) or

1-800-735-2989 (TDD).