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| Monday |  Tuesday |  Wednesday | Thursday | Friday |
|  |  |  |  | **1****\*\*RSVP To Confirm****La Grange Office****10:00 AM How To Create An Effective Resume & Cover Letter** |
| **4****10:00AM – 11:30 AM**Introduction To Workforce Solutions | **5****10:00AM to 11:30 AM****How to Have An A+ Interview** | **6****\*\*RSVP To Confirm****Elgin Library****10:30 AM** **How To Create an Effective Resume and Cover Letter** | **7****10:00AM – 11:30 AM****Coping With A Job Loss** | **8** |
| **11****10:00AM – 11:30 AM****Effective Job Search Strategies** | **12****10:00AM – 11:30 AM****Networking For Job Search Success** | **13****10:00AM to 12:00 PM****How To Create an Effective****Résumé and Cover Letter** | **14****10:00AM – 11:30 AM****Improve Your Work InTexas** **Job Matches** | **15****\*\*RSVP To Confirm****Giddings Office****10:00 AM How To Create An Effective Resume & Cover Letter** |
| **18****Office Closed for Holiday** | **19****10:00AM – 11:30 AM****Managing Money While Unemployed** | **20****\*\*RSVP To Confirm****Elgin Library****10:30 AM** **How To Create an Effective Resume and Cover Letter** | 21**10:00AM – 11:30 AM****Find Your Path: Career Exploration** | **22** |
| **25****10:00AM – 11:30 AM**So What If You’re Over 40 | 26**10:00AM – 11:30 AM****Customizing State and Other Applications** | **27****10:00AM to 12:00 PM****How To Create an Effective****Résumé and Cover Letter** | **28** | **\*\*RSVP To Confirm****Your Attendance****By Calling** **Kelly At****512 303 3916****Ext 2037** |

**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.

**Improve Your WorkInTexas Job Matches**

Fine tune your job-matching criteria to receive better quality job leads. The session also covers how to use Browse Jobs and fill out the online résumés and state application.

**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

**Introduction to Workforce Solutions**

Find out about services and resources offered at Workforce Solutions that can assist in finding your

next job.

**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).

