

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | | Wednesday | | Thursday | Friday |
| **3**  **10:00AM – 11:30 AM**  **Managing Money While Unemployed** | | **4**  **10:00AM – 11:30 AM**  How to Create an Effective Resume and Cover Letter | | **5**  **\*\*RSVP To Schedule a One-On-One Appointment at the**  **Elgin Library beginning at 10:30AM**  **Kelly at**  **512 303 3916**  **ext. 2037** | **6**  **10:00AM -11:30 AM**  **Networking for Job Search Success** | **7**  **10:00AM – 11:30 AM**  **Effective Job Search Strategies** |
| **10**  **10:00AM to 11:30 AM**  **Customizing State and**  **Other Applications** | | **11**  [Image result for job search clip art](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwiv2dn8pIjnAhVHcq0KHRXABIEQjRx6BAgBEAQ&url=https://www.istockphoto.com/illustrations/job-search&psig=AOvVaw2VD900GCkrrQkVrWF6829p&ust=1579269897708542) | | **12**  **\*\*RSVP To Schedule a One-On-One Appointment at the**  **Elgin Library beginning at 10:30AM**  **Kelly at**  **512 303 3916**  **ext. 2037** | **13**  **10:00AM to 11:30 AM**  **How to Have An**  **A+ Interview** | **14**  **\*\*RSVP To Schedule a one-on-one appointment at**  **La Grange Office**  **Kelly at**  **512 303 3916**  **ext. 2037** |
| **17**  **Office Closed**  [Image result for presidents day free clip art](https://www.istockphoto.com/illustrations/free-clip-art-presidents-day) | | **18**  **10:00AM – 11:30 AM**  **Find Your Path: Career Exploration** | | **19**  **\*\*RSVP To Schedule a One-On-One Appointment at the**  **Elgin Library beginning at 10:30AM**  **Kelly at**  **512 303 3916**  **ext. 2037** | **20**  A drawing of a face  Description automatically generated  **10:00AM to 11:30AM**  **Let the New Work In Texas Work for You** | **21**  **10:00AM -11:30 AM**  **Coping With A**  **Job Loss** |
| **24**  **10:00AM -11:30 AM**  **Job Search in the Digital Age** | | **25**  **10:00AM – 11:30 AM**  How to Create an Effective Resume and Cover Letter | | **26**  **\*\*RSVP To Schedule a One-On-One Appointment at the**  **Elgin Library beginning at 10:30AM**  **Kelly at**  **512 303 3916**  **ext. 2037** | 27  **10:00AM -11:30 AM**  **So What If You’re**  **Over 40** | **28**  **\*\*RSVP To Schedule a one-on-one appointment at Giddings office**  **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.

**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](mailto: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.

cid:image030.jpg@01D587EC.AFA16800

**Job Search in the Digital Age**

Get the latest on how technology and social media have impacted the job search process. Learn effective ways to submit job applications, use social media as a job search tool, and get tips on how to avoid information overload.

**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).