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| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | | Wednesday | | Thursday | Friday |
|  | | Believe in yourself, listen to your gut and **do** what **you love**. | |  |  | 1  **10 a.m.-Noon**  Reservation Required to Practice  Mock Job Interviews  *Hays Room* |
| **4**  **1:30-3 p.m.**  Improving Your  WorkInTexas Job Matches  *Caldwell Room* | | **5**  **10 a.m.-Noon**  Career Alternatives in Franchise Ownership  *Bastrop Room* | | 6  **10 a.m.-Noon**  Find Your Path: Career Exploration  Caldwell Room | 7  **1:30-3 p.m.**  Networking for  Job Search Success  *Williamson Room*  *Suite 200* | 8 |
| **11**  **1:30-3 p.m.**  Using LinkedIn  to Find a Job  *Caldwell Room* | | 12 | | **13**  **10 a.m.-Noon**  How to Create Effective Resumes and Cover Letters  *Williamson Room*  *Suite 200* | 14  **1-3 p.m.**  How to Have an  A+ Job Interview  *Williamson Room*  *Suite 200* | 15  **10-11:30 a.m.**  Coping With a Job Loss  *Williamson Room*  *Suite 200* |
| **18**  **Office Closed** | | **19**  **1:30-3 p.m.**  Customizing State & Other Job Applications  *Williamson Room*  *Suite 200* | | **20** | 21  **1:30-3 p.m.**  So What If You’re 40 or Older  *Williamson Room*  *Suite 200* | 22  **10-11:30 a.m.**  Managing Money  While Unemployed  *Williamson Room*  *Suite 200* |
| **25**  **1:30-3 p.m.**  Improving Your  WorkInTexas Job Matches  *Caldwell Room* | | **26**  **1-3 p.m.**  How to Create Effective Resumes and Cover Letters  *Williamson Room*  *Suite 200* | | **27** | **28**  **1:30-3 p.m.**  Effective Job Search Strategies  *Williamson Room*  *Suite 200* | **March 1**  **10 a.m.-Noon**  Reservation Required to Practice  Mock Job Interviews  *Hays Room* |



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).

**Career Alternatives in Franchise Ownership**

Join Kyle DeHaas of FranNet as he discusses how to determine whether franchise ownership is the right career path for you. To register for the class, contact Kyle at kdehaas@frannet.com or 512-560-6984.

**Coping with a Job Loss**

Learn how to combat stress that comes with losing a job. Discover ways to recover, maintain a positive attitude and focus on future possibilities.

**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.

**Effective Job Search Strategies**

Jump-start your job search by developing a plan that will help you find a better job faster.

**Find Your Path: Career Exploration**

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

**How to Create Effective Resumes 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.

**How to Have an A+ Job Interview**

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

**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 to discover employment opportunities.

**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.

**Mock Job Interviews**

**A reservation is required to practice for an interview.** To prepare**,** attend the How to Have an A+ Interview workshop and email a resume and job posting of interest to [nancy.bishop@ruralcapital.net](mailto:nancy.bishop@ruralcapital.net) by Jan. 30 for the Feb. 1 session. For the March 1 practice, email a resume and job posting by Feb. 27. *Observers who want to learn from watching others practice do not need a reservation.*

**Networking for Job Search Success**

Discover the importance of networking that helps most people find their next job. Learn how to prepare an “elevator speech” introduction, contact people and uncover leads in the hidden job market.

**So What if You’re 40 or Older**

Learn proactive ways to overcome age discrimination during a job search. Tips will be provided on how to update a resume and answer job interview questions to remind employers that you are well qualified rather than “overqualified.”

**Using LinkedIn to Find a Job**



Information will be shared on how to write a summary, complete the profile, find job leads and research companies.