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| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | | Wednesday | | Thursday | Friday |
| 3  **1:30-3 p.m.**  Using LinkedIn  to Find a Job  *Caldwell Room* | | 4  **10 a.m.-Noon**  Career Alternatives in Franchise Ownership  *Bastrop Room* | | 5  **10 a.m.-Noon**  How to Have an  A+ Job Interview  *Williamson Room*  *Suite 200* | 6 | 7 |
| **10**  **1:30-3 p.m.**  Improving Your  WorkInTexas Job Matches  *Caldwell Room* | | **11** | | 12  **10 a.m.-Noon**  How to Create Effective Resumes and Cover Letters  *Williamson Room*  *Suite 200* | 13 | 14  **10 a.m.-Noon**  Reservation Required to Practice  Mock Job Interviews  *Williamson Room*  *Suite 200* |
| **17**  **1:30-3 p.m.**  Using LinkedIn  to Find a Job  *Caldwell Room* | | 18 | | **19**  **10 a.m.-Noon**  Find Your Path: Career Exploration  *Caldwell Room* | 20  **1:30-3 p.m.**  Effective Job  Search Strategies  *Williamson Room*  *Suite 200* | 21  **10-11:30 a.m.**  Customizing State & Other Job Applications  *Williamson Room*  *Suite 200* |
| **24**  **1:30-3 p.m.**  Improving Your  WorkInTexas Job Matches  *Caldwell Room* | | **25**  **1-3 p.m.**  How to Create Effective Resumes and Cover Letters  *Williamson Room*  *Suite 200* | | **26**  **9:30-11:30 a.m.**  Veterans Employment  Training Series  *Williamson Room*  *Suite 200* | 27  **1:30-3 p.m.**  So What If You’re 40 or Older  *Williamson Room*  *Suite 200* | 28  **10-11:30 a.m.**  Coping With a Job Loss  *Williamson Room*  *Suite 200* |



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.

**Mock Job Interviews**

**A reservation is required to practice for an interview.** To prepare for a practice interview**,** 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 June 12 for the June 14 session. *Observers who want to learn from watching others practice do not need a reservation.*

**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.

**Veterans Employment Training Series (V.E.T.S.)**



This session is aimed at military veterans, however the general public is welcome. Veterans Representative Rhonda Mack addresses a variety of topics, including how to fill out state and federal applications.