|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | | Thursday | Friday |
| **One on One Resume Assistance Available at**  **San Marcos & Lockhart Locations** |  | | 1  **OFFICE CLOSED** | 2 | 3  **10-12 PM**  Making  Work In Texas Work for You  *Computer Lab* |
| **6**  **1-3 PM**  How to Create Effective Resumes and Cover Letters  *Large Conference Room* | **7**  **10-12 PM**  RSVP by 1/6/19 12pm  How to Have an A+  Job Interview  *Lockhart Conference Room*  *@Lockhart*  **3-4:30 PM, Jimmy Bond**  State and Other Applications  *Large Conference Room* | | 8  **9-10:30 AM**  So What if Your  40 or Older  *Large Conference Room* | **9**  **1-3 PM**  Effective Job Search Strategies  *Large Conference Room* | 10 |
| **13** | 14  **3-4:30 PM, Jimmy Bond**  State and Other Applications  *Large Conference Room* | | **15**  **9-11 AM**  How to Have an A+  Job Interview  *Large Conference Room* | 16  **1-3 PM**  Networking for Job Search Success  *Large Conference Room* | 17  **9-10:30 AM**  Managing Money  While Unemployed  *Large Conference Room* |
| **20**  **OFFICE CLOSED** | **21**  **10-12 PM**  RSVP by 1/17/19 12pm  How to Create Effective Resumes and Cover Letters  *Lockhart Conference Room*  *@Lockhart*  **3-4:30 PM, Jimmy Bond**  State and Other Applications  *Large Conference Room* | | **22**  **9-10:30 AM**  Job Search in the Digital Age  *Large Conference Room* | 23 | 24  **10-11:30 AM**  Coping with a  Job Loss  *Large Conference Room* |
| 27  **1-3 PM**  Find Your Path: Career Exploration  *Computer Lab* | 28  **3-4:30 PM, Jimmy Bond**  State and Other Applications  *Large Conference Room* | | 29  Don’t forget to visit WorkinTexas.com to create an account prior to attending workshops. | 30 | 31  **9-11 AM**  How to Create Effective Resumes and Cover Letters  *Large Conference 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).

**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.

**Find Your Path: Career Exploration**

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

**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.

**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 common interview questions.

**Making 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.

**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.

**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.

**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 résumé and job posting of interest to [jessica.ramirez@ruralcapital.net](mailto:jessica.ramirez@ruralcapital.net) **two days prior to the scheduled appointment**.

**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 are 40 or Older**

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

**Effective Job Search Strategies**

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