



Folsom Cordova

Sacramento Works



America's JOB CENTER of California

WORKSHOP DESCRIPTIONS

Resume Workshop

An overview of predominant resume styles including chronological, functional, and achievement resumes and how to determine which resume format is best for you.

Transferable Skills

An in depth look at specific skill sets and how they can be applied to multiple industries and jobs. If you are changing industries, this workshop will help you apply previous work experience to your new career.

WIOA Orientation

An introduction to federal Workforce Innovation and Opportunity Act and the services available to you. Individuals interested in possible training scholarship opportunities must attend this workshop.

Introduction to Job Search

This workshop is for new job seekers or those who have not looked for work in several years. The process of looking and applying for jobs will be discussed along with employer expectations and general job market conditions.

Interview Workshop

This workshop is designed to prepare you well for job interviews. It will take job seekers through the different types of interviews, how to represent well, common questions asked and sample answers.

How to Obtain a Seasonal Job

Seasonal jobs are a great way to gain work experience to boost resumes and may turn into permanent employment. This workshop will provide information on local, seasonal employers and the process to apply for open positions.

JOB SEARCH 101

An introduction to job searching including common job search websites, how to complete an online or paper application, and when to include a resume and cover letter.