

October Workshops

Let us help you find your next job!

All workshops are free, but registration is required. Contact the Burlington Workforce Center to register. Call (319)753-1671 or 1-800-642-4032 Ext. 31400



Burlington Workforce Center Workshops

1000 North Roosevelt Ave.

JOB SEARCH SUCCESS & APPLICATIONS

Business Center

Thurs. Oct. 8

9:00 - 11:00am

IDENTIFYING YOUR STRENGTHS & SKILLS

Business Center

Tues. Oct. 13

9:00 - 11:00am

WRITING YOUR RESUME/ (part #1)*

Business Center

Fri. Oct. 16

9:00 - 11:00am

TYPING YOUR RESUME/(part #2)*

Training Center A (*plan to attend both sessions)

Tues. Oct. 20

9:00 - 11:00am

ACING THE INTERVIEW

Training Center A

Thurs. Oct. 22

9:00 - 11:00am

ONLINE JOB SEARCHING

Training Center A

Tues. Oct. 27

9:00 - 11:00am

Computer Skills

at CBIZ 610 North 4th Street

KEYBOARDING

10/12 to 10/22

Mon-Thurs.

1:00 - 2:00pm

10/26 to 11/6

1:00 - 2:00pm

BASIC COMPUTERS

10/12 to 10/29

Mon-Thurs.

2:00 - 4:00pm

Mount Pleasant Workshops

At SCC, 200 North Main Street

Workshops to be offered weekly beginning 10/6

Resumes

Tuesdays

8:00 to 10:00am

Cover Letters & References

Tuesdays

10:00 to 12:00am

Email & Online job search

Fridays

8:00 to 10:00am

Interviewing

Fridays

10:00 to 12:00am

Computer Skills

KEYBOARDING

10/12 to 10/30

Mon, Wed, Fri

1:00 - 2:00pm

11/2 to 11/20

1:00 - 2:00pm

BASIC COMPUTERS

10/12 to 10/29

Mon, Wed, Fri.

2:30 - 4:30pm

Fort Madison Workshops

Ft. Madison Workforce Center, 610 8th St.

*DEVELOP YOUR RESUME

Ft Madison Workforce Center

Thurs. Oct. 8

*9:00am to 3:00pm

**By appointment only. Call 800-642-4032 ext. 31400*

to schedule a time to personalize your resume.

JOB SEARCH AND APPLICATIONS

Ft Madison Workforce Center

Mon. Oct. 5

1:00 to 3:00pm

INTERVIEWING AND RESUMES

Ft Madison Workforce Center

Tues. Oct. 6

1:00 to 3:00pm

Workshops to be offered weekly beginning 10/6

at SCC 1602 Ave F

Resumes

Tuesdays

1:00 to 3:00pm

Cover Letters & References

Tuesdays

3:00 to 4:30pm

Email & Online job search

Thursdays

1:00 to 3:00pm

Interviewing

Thursdays

3:00 to 4:30pm

Computer Skills

KEYBOARDING

10/12 to 10/29

Mon, Wed, Thurs.

9:00 - 10:00am

BASIC COMPUTERS

10/12 to 10/29

Mon, Wed, Thurs.

10:00 - 12:00am

Keokuk Workshops

SCC Keokuk Campus, 335 Messenger Rd.

and IA Workforce Center, 106 Washington

*Learning to Learn

SCC - Room 402

Thurs. Oct. 1

4:30 to 6:30 pm

**Pre-registration required. Call Sheree at 319-313-1910*

JOB SEARCH SUCCESS/APPLICATIONS

Keokuk Workforce Center

Tues. Oct. 13

1:00 - 3:00pm

JOB SEARCH SUCCESS

SCC Room 302

Wed. Oct. 14

2:00 - 4:00pm

INTERVIEWING WITH EASE

SCC Room 302

Wed. Oct. 21

2:00 - 4:00pm