



# Virginia Workforce Connection

100 Premier Place Winchester, VA 22602 540-722-3415 [www.vawc.virginia.gov](http://www.vawc.virginia.gov)  
 Mon, Tues, Thurs, Friday 8:30am-4:30pm / Wed 9:00am-4:30pm

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 PFTI Job Club	3 TMJS –New!!!	4	5	6
7	8	9 MTEJS JobClub	10	11 Office Closed!	12	13
14	15	16 FTHJM Job Club	17	18 MYHCM CBCD	19 WIA Orientation	20
21	22	23 PRW Job Club	24	25 Office Closed!	26 Office Closed!	27
28	29	30 PFTI Job Club				

☆☆☆☆ Re-Employment Tips Blog: <http://www.nvdaily.com/vec> ☆☆☆☆

**November 19 @ 9:00am:**  
**WIA Orientation: Learn more about career assessments, counseling, skills upgrading or training opportunities!**

<b>New! Individual Mock Interviews-</b> Offered by appointment only. Length of appointment is approx. one hour. Call 540-722-3415 to schedule your interview.	<b>Resume review by appointment-</b> Call and schedule a free resume consultation with Samantha Greenfield. Appointment is approx. 30 minutes.	<b>(PRW) Professional Resume Writing 9:30am-</b> Covers creating a professional and winning resume. Learn how to best present your information and gain valuable pointers.
<b>(PFTI) Preparing for the Interview 9:30am-</b> Learn how to effectively interview. Tips on preparing for the interview, the interview itself, Behavioral Interview questions and following up.	<b>(CBCD) Computer Basics and Click &amp; Drag 4:00pm-</b> This workshop is intended to help people who have never used a computer before, or are just learning how to use them. <i>This workshop is limited to 8 participants. Must pre- register.</i>	<b>(MTEJS) Mastering the Electronic Job Search 9:30am-</b> What is the Electronic Job Search, Reasons to Use the Internet, Online Resumes, Links to Jobs, Job Search Engines and Networking Sites, Job Search Keywords & Phrases, Online Networking, and more
<b>(MYHCM) Marketing Yourself in a Highly Competitive Market 1:30pm-</b> Strategies and tactics to create an action plan for marketing yourself and your career in the competitive job market.	<b>(FTHJM) Finding the Hidden Job Market 9:30am-</b> How to organize your job search and seek out the 80% of jobs that are filled by personal contact and/or never advertised.	<b>Job Networking Club (Tuesday’s 8:30am – 10:00 am)</b> Meet with other job seekers to discuss the joys and frustrations of job hunting, share ideas

**New Workshop!**

(TMJS) “The Mature Job Seeker” 9:30am Job Search Strategies for the “Mature” Professional.

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**Please call 540-722-3415 for more information!**