

MARCH 2020

Mon	Tue	Wed	Thu	Fri
2 Job Corp Orientation <u>2:30 pm</u>	3 Computer Tutor <u>1pm-3pm</u>	4 US Census Recruitment <u>1 pm– 3 pm</u>	5 Job Club <u>11 am—12 pm</u> Catholic Charities Recruitment <u>1 pm– 3 pm</u>	6 Resume Doctor (Appointment Required)
9 EOC Intro To Microsoft Word <u>10 am—12 pm</u> Job Corp Orientation <u>2:30 pm</u>	10 Resume & Cover Letter Workshop <u>10 am—11 am</u> Computer Tutor <u>1pm-3pm</u>	11 Interview Skills Workshop <u>10 am– 11am</u> US Census <u>1 pm– 3 pm</u>	12 Job Club <u>11 am—12 pm</u> Schneider National Recruitment <u>1 pm—3 pm</u>	13 Resume Doctor (Appointment Required)
16 Job Corp Orientation <u>2:30 pm</u>	17 Computer Tutor <u>1pm-3pm</u> ACCES-VR Rep <u>10 am</u> (Appointments)	18 Resume Doctor (Appointment Required)	19 Job Club <u>11 am—12 pm</u> Living Resources Recruitment <u>1 pm—3 pm</u>	20 Resume Doctor (Appointment Required)
23 Job Corp Orientation <u>2:30 pm</u>	24 Computer Tutor <u>1pm-3pm</u>	25 Using Social Media <u>10 am —11 am</u> Professional Networking <u>11 am—12 pm</u>	26 Experience Matters <u>10 am – 11 am</u> Job Club <u>11 am—12 pm</u>	27 Resume Doctor (Appointment Required)
30 Job Corp Orientation <u>2:30 pm</u>	31 Computer Tutor <u>1pm-3pm</u>			

Rensselaer County One Stop Career Center

Ned Pattison Government Center 1600 7th Avenue, 4th Floor
Troy, NY 12180 (518) 270-2860

March 5th, 12th, 19th & 26th: Job Club

A positive environment for job seekers to meet, share and learn!

March 11th : Interview Skills Workshop

Behavioral & Other Types of Interviews; Answer The Tough Questions; Salary Negotiation & More

March 26th : Experience Matters!

Age Barrier???. Marketing Yourself; What Do I say???. Experience Matters!!! & More!!!

March 25th: Using Social Media in Your Career Search

Introduction to LinkedIn, Twitter, Facebook & Pinterest

March 25th: Professional Networking

Do you know how to give employers your “elevator pitch?”

March 10th: Professional Cover Letter & Resume Writing

Essential Elements of Each; Style, Action Verbs, Tailoring Your Documents & More

Resumes by appointment only

Essential Elements of Each; Style, Action Verbs, Tailoring Your Documents & More

**Please contact us by 4 PM the preceding day if you are unable to attend a scheduled appointment OR Workshop.
Thank You!!!**

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