

PA CareerLink Affiliate Center at Goodwill of Southwestern Pennsylvania
 2600 East Carson Street
 Pittsburgh, PA 15203
 Phone: 412-390-2327 or TTY 412-325-2854
 www.careerlinkpittsburgh.com
 careerlinkaffiliate@goodwillswpa.org

Hours of Operation
 Mon, Tues, Wed, & Fri
 8:30 am – 4:00 pm
 Thurs 11:00 am – 7:00 pm

March 2010 Workshops

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---|-----------------------------|--|--------|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 11:00 Show Me the Jobs Finding Job Opportunities | 12 |
| 15 | 16 10:30 Interviewing with Confidence 1:00 Resume Writing | 17 | 18 | 19 |
| 22 | 23 | 24 10:00 Careers for You | 25 | 26 |
| 29 | 30 | 31 | | |

ALL WORKSHOPS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE



Please visit PA CareerLink Affiliate Center at Goodwill of SWPA or send and email to careerlinkaffiliate@goodwillswpa.org or call 412-390-2327 to register.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

"Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request. Requesting accommodations in advance helps to ensure that reasonable accommodations are available at the time service is provided. Phone 866-317-5627; TTY 877-889-5621; www.careerlinkpittsburgh.com, click on "Reasonable Accommodations".

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| Title of Workshop | Date and Time | Location | Workshop Description |
|---|----------------------|--|---|
| Resume101: Creating Your Draft | March 16 1:00 PM | Goodwill CareerLink | Feeling overwhelmed about creating your resume and writing a convincing cover letter? We'll help you plan out these all-important job search documents. To register send an email to careerlinkaffiliate@goodwillswpa.org or call 412-390-2327. |
| Resume 2 – Get Your Resume Perfect | By Appointment Only | Individual Consultation with CareerLink staff | Is your resume finally ready for its job search debut? We'll show how to really make it shine! We'll help you plan out these all-important job search documents. To register send an email to careerlinkaffiliate@goodwillswpa.org or call 412-390-2256. |
| Careers for You | March 24 10:00 AM | Goodwill CareerLink | Wondering what career best matches your interests? We have the tools to help you explore exciting career options in today's labor market. To register send an email to careerlinkaffiliate@goodwillswpa.org or call 412-390-2327. |
| Show Me the Jobs Finding Job Opportunities | March 11 11:00 AM | Goodwill CareerLink | Wondering where to look for job opportunities? We'll show you how to get the most from CareerLink and other job search websites, and from traditional resources like newspapers and networking as well. Bring your questions about using the web. (You will need your CWDS/CareerLink Keystone ID and Password to participate.) To register send an email to careerlinkaffiliate@goodwillswpa.org or call 412-390-2327. |
| Interviewing with Confidence | March 16 10:30 AM | Goodwill CareerLink | Got sweaty palms and white-knuckles about interviewing? We'll show you how to plan and prepare for greater success. To register send an email to careerlinkaffiliate@goodwillswpa.org or call 412-390-2327. |

Stay up-to-date on all the workshop, recruitment and class activity at The Pittsburgh / Allegheny County CareerLink locations by checking: www.careerlinkpittsburgh.com



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