

INTERNET JOB SEEKER SERIES

By Bruce A. Bennett

Resumes, Cover Letters, and Applying Online

Wednesday, December 4, 10am - 12pm

This presentation showcases resume styles and the elements that go into building your resume. Every job application requires unique skills, and this session will show you how to improve your resume to match the jobs to which you are applying. Additionally, we will discuss cover letters and learn about ideas to include. Follow link to register:

<https://us02web.zoom.us/meeting/register/tZctdeiorzwHtTh5A2zs2w3oPx7PE03PEYX>

Guide for a Winning Interview

Monday, December 9, 10am - 12pm

Guide for a Winning Interview is an in-depth review of the interview process. Preparation is a key element to acing an interview. Learn the best approaches from the initial phone screen to the face to face meeting with the hiring manager. You will hear great answers to several standard questions, including the dreaded "Tell Me About Yourself". Follow the link to register:

https://us02web.zoom.us/meeting/register/tZ0pce6uqjliGtDgwvfgBJGnAh8tanjEJ_E

LinkedIn for Your Job Search

Monday, December 16, 10am - 12pm

This workshop helps you understand and navigate your way through LinkedIn. A vast majority of companies are using LinkedIn as a recruiting tool. Topics covered include learning the many elements of your profile, populating your work experience history and understanding why a profile is more than just a resume. You will be able to identify the different features available on LinkedIn and where to focus your attention. Learn how to successfully build your network of connections and the use search tool filters that LinkedIn offers. Discover how to search for relevant LinkedIn Groups, Companies, and people. We will delve into creating a job search agent on LinkedIn and explore job applications on LinkedIn. Follow the link to register:

<https://us02web.zoom.us/meeting/register/tZEvf-murTwuE9DFzAzPvz0tkp33JnqgbyL8>

LinkedIn Strategic Guidelines

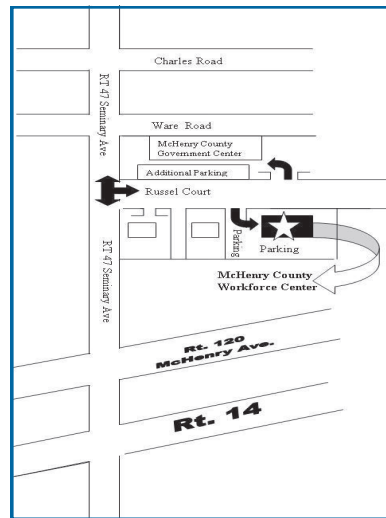
Wednesday, December 18, 10am - 12pm

LinkedIn is a powerful tool for networking, research, and marketing yourself to clients and employers. This session teaches strategic practices for building your LinkedIn internet presence and marketing yourself. The use of hashtags and ampersands will be covered as well as going mobile with the LinkedIn app. Follow the link to register:

<https://us02web.zoom.us/meeting/register/tZAKcu6srDIsh9xDFo0sR7aAyQwhHZhsf-b1>

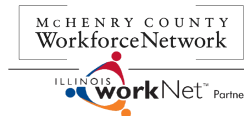
NOTE: For the LinkedIn Workshops, attendees must already have a LinkedIn Profile. A webinar to learn how to create your LinkedIn account and start building your profile is available on our website at

<https://bit.ly/3kqAlvm>



This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration.

To read the complete US DOL Disclaimer visit:
<https://tinyurl.com/US-DL-Disclaimer>



**500 Russel Court
Woodstock, IL 60098
Phone (815) 338-7100
Fax (815) 338-7125**

www.mchenrycountyworkforce.com



McHenry County Workforce Network is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.

AVISO IMPORTANTE! Este documento contiene información importante acerca de los servicios de WIOA. Asistencia para la traducción telefónica de este documento vital, se encuentra disponible en el Centro de Fuerza Laboral del Condado de McHenry. 500 Russel Court, Woodstock, Il 60098. 815-338-7100 ext. 2793

December 2024

McHENRY COUNTY
WorkforceNetwork



McHenry County Workforce Center

500 Russel Court
Woodstock, IL 60098
(815) 338-7100 x2771
workforcecenterRR@mchenrycountvil.gov

Resource Room Hours
Monday-Friday
8:30am - 4:00pm

A proud partner of the
americanjobcenter
network

Career Workshops and Services

Personalized Job Search Assistance Services

To sign up, contact the professional directly by email.

RESUME AND INTERVIEWING SKILLS

REVIEW

30 - 45 minute sessions

In Person at MCWN—BY APPOINTMENT ONLY

December 4, 10am - 12pm

December 11, 10am - 12pm

December 18, 10am - 12pm

Bob Lueders

Email: luedersbob@gmail.com

MOCK INTERVIEWS

60 minute sessions

Virtual

December 2 & 16

Kraig Roberts

Email: mcwnkraig@gmail.com

LINKEDIN CRITIQUES

Session is for profile review and / or Q&A about LinkedIn usage

Bruce Bennett - **Contact to schedule**

Email: babennett73@gmail.com

JOIN OUR NEWSLETTER!

Be the first to know about upcoming workshops, on-site hiring events, and local employers hiring.

Follow the link to subscribe:

<https://lp.constantcontactpages.com/su/loxYTKp>

CONNECT WITH US!

[Facebook.com/McHenryCountyWorkforce](https://www.facebook.com/McHenryCountyWorkforce)

[LinkedIn.com/company/mchenry-county-workforce-network](https://www.linkedin.com/company/mchenry-county-workforce-network)

CLOSED

*Wednesday, December 25
for Christmas Day*

Most Workshops will be virtual.

**For questions please call (815) 338-7100 ext. 2771
or email workforcecenterRR@yahoo.com**

ON-DEMAND WORKSHOPS

Available on our YouTube Channel

[https://www.youtube.com/
@McHenryCountyWorkforce](https://www.youtube.com/@McHenryCountyWorkforce)

CAREER PATHWAYS WORKSHOP

This workshop is designed to help assess your skills and interests as you develop a career plan and learn ways to align yourself with high growth occupations in McHenry County.

RESUME AND COVER LETTER WORKSHOP

This workshop is designed to provide guidance on resume trends and job search correspondence. Workshop will involve rewriting current resume or starting from scratch. We will also review some basic guidelines around writing an effective cover letter.

INTERVIEW WORKSHOP

This workshop is designed to give tips and tricks on handling the entire interview. We will cover everything from what to wear to how to send a follow up letter.

STRESS MANAGEMENT

Come learn helpful ways to cope with job loss and maintain your mental health by practicing mindfulness, changing negative habits, and unplugging from the overstimulation's of modern day society. Workshop will involve practicing breathing exercises and completing self-care assessment worksheets.

Your Opinion Matters!

McHenry County Workforce Network would love to hear your feedback and suggestions about our workshops. Your feedback will help us to improve the quality of the services and information you receive.

Take our brief survey here:

[https://www.mchenrycountyil.gov/departments/
workforce-network/opinion-survey](https://www.mchenrycountyil.gov/departments/workforce-network/opinion-survey)

NETWORK TO SUCCESS

JOB CLUB

Wednesday, December 11, 1 - 3:00pm

Learning from Successful Job Searches

Are you interested to know what actions help in a job search? This webinar is the summary of several individuals who discussed their job search journey for others to follow. You will learn there are common actions that helped them succeed in their quest for gainful employment.

Follow link to register:

[https://us02web.zoom.us/meeting/register/tZErcu-vqTgsGdGaKiUWP1snH_Wyj0UWQjks](https://us02web.zoom.us/j/64811200000)

MICROSOFT EXCEL ESSENTIALS

Friday, December 6, 10—11am

The Microsoft Excel Essentials workshop will show you how to create, format, edit and save a spreadsheet. This workshop will be held virtually via zoom.

Follow the link to register:

[https://us02web.zoom.us/meeting/register/
tZAofu6rpjIjEtUpap7CvQxI2CYJZs9NAmVs](https://us02web.zoom.us/j/64811200000)

MICROSOFT POWERPOINT ESSENTIALS

Friday, December 13, 10– 11am

The Microsoft PowerPoint Essentials workshop will show you the basic tools to use PowerPoint. This workshop will be held virtually via zoom.

Follow the link to register:

[https://us02web.zoom.us/meeting/register/
tZYrcu2hqj4qHtNISPQIkEcgkAehnZa-OmoZ](https://us02web.zoom.us/j/64811200000)

Career Workshops and Services

- Available to all Job Seekers, FREE of charge
- Seminars are NOT considered “training” by IDES.