

VIRGINIA EMPLOYMENT COMMISSION

JOB SERVICE WORKSHOPS

EMPLOYABILITY TRAINING (E.T.)

The basics of searching for a job. Capsules on resume writing, interviewing, getting job leads, strategies for researching potential employers, determining your job interests and skills

Offered once a month in 2 evening sessions

RESUME WRITING

How to prepare an effective resume, including evaluation of your draft resume

Offered once a month on Friday morning, with follow-up evaluation of your draft resume the next Friday

INTERVIEWING SKILLS

How to prepare for and conduct a successful job interview. Covers advance preparation, the employer's perspective in the interview, how to avoid damaging behaviors, interview technicalities, salary strategies and negotiations, interview follow-up

Offered once a month in 2 parts on Tuesday and Thursday afternoon

MILITARY TRANSITION

How to make the transition from a military career to the outside world. Capsules of the mental, financial, and emotional aspects of making the transition; the state of the job market "out there"

Offered once a month in the late afternoon

3 HRS
20 TUESDAY

APPLYING FOR JOBS WITH:

Federal Government

as scheduled

Fairfax County

Arlington County

ALL JOB SERVICE WORKSHOPS ARE FREE OF CHARGE, AND ARE CONDUCTED BY
KNOWLEDGEABLE PROFESSIONALS

SIGN UP WITH YOUR INTERVIEWER

LABOR MARKET INFORMATION