



# JUMP-START TO A JOB ....

## THE *SKILLSOURCE* GROUP AND MONSTER OFFER NORTHERN VIRGINIA POWER JOB SEEKER WORKSHOPS

### ***HELPING JOB SEEKERS STAND OUT FROM THE CROWD IN TODAY'S TOUGH LABOR MARKET***

Northern Virginia Power Job Seeker Workshops are focused on helping you navigate through these economic challenging times to find an exciting new career. The Workshops will help you get back to work faster with a better job. In these workshops, Monster experts will provide you with the advice and techniques you will need to stand out from the crowd.

#### **Resume Tips and Tricks**

Gain an understanding of the “what” and “why” of resume writing, including key elements, keywords, and formatting.

#### **Networking**

Learn how to build and maintain a lasting network of career connections, and how to set up and conduct effective and valuable informational interviews.

#### **Job Hunting Strategies**

Learn how to remain focused during career transitions, how to jump start your job search and where to find additional resources.

#### **Using Monster Career Tools**

Create a Monster profile and manage resumes and cover letters, as well as outline how to use new tools, including career pathing and benchmarking. You will learn where to find career advice and get the support you need to find the right job.

#### **The Interview**

Learn how to brand yourself, how to prepare through research, what to bring to an interview, typical questions you will be asked, and techniques for closing and follow-up.

**FREE**

### ***DON'T MISS THIS OUTSTANDING OPPORTUNITY***

Wednesday, November 18th from 12:30 p.m. – 5:00 p.m. at Northern Virginia Community College's Theater at Woodbridge Campus – 15200 Neabsco Mills Road, Woodbridge 22191

Register by e-mailing your name and address to [info@myskillsource.org](mailto:info@myskillsource.org)

*For further assistance contact your local SkillSource Center*

Registration is required as space is limited.

*\*Additional Power Job Seeker Workshops will be offered in December, and January. Please visit [www.myskillsource.org](http://www.myskillsource.org) for times and locations.*