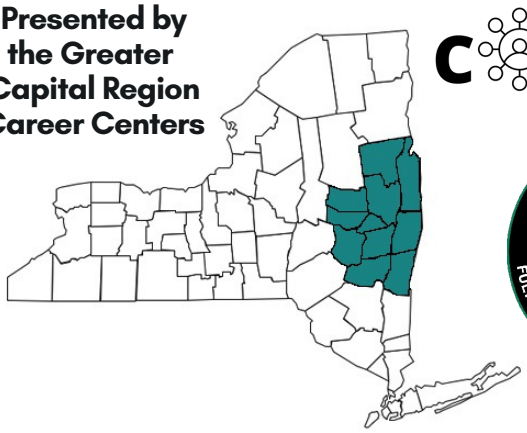
Greater Capital Region Career Centers
FEBRUARY 2023 Virtual Workshops

	Monday	Tuesday	Wednesday	Thursday	Friday
1-3			1 **10am Resume Development**	2 **11am Transferable Skills**	
6-10			8 **10am Goal Setting**		
13-17		14 **10:30am Interview Preparation**		16 **11am Completing Job Apps**	
20-24				23 **1:30pm Social Media**	
27-28		28 **11am Overcoming Barriers**			

Presented by the Greater Capital Region Career Centers



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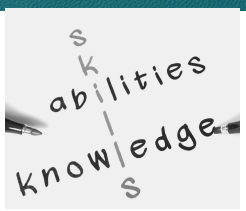
Resume Development - https://bit.ly/GCR2Resumes

Your resume and cover letter are crucial components that can set you apart from other candidates when applying for a job. This workshop will present the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview. *Please bring a rough draft of your resume*

February 1st at 10am: Facilitated by Rensselaer and Columbia-Greene

Transferable Skills - https://bit.ly/GCR2Skills



Transferable skills are qualities you have already acquired which can be used in a different job. Make it easy for employers to see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem. Learn ways to research the employer's needs then identify and show them that you have these skills.

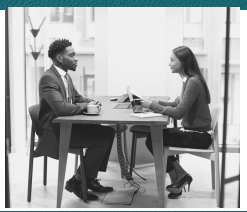
February 2nd at 11am: Facilitated by Warren and Albany

Goal Setting - https://bit.ly/GCR2GoalSetting

Goals are what take us forward in life. They are the first step to every journey we take. In this workshop we will explain how goal setting works, why goals are important, and take home more helpful resources to get you started. Remember: "if you aim for nothing, you'll hit it every time." Find out how to reach your dreams.

February 8th at 10am: Facilitated by Washington and Albany

Interview Preparation - http://bit.ly/GCRInterviewPrep



A job interview is the opportunity for an employer to see if you are a good fit for the position and the company – and it's a chance for you to see if they fit your needs as well. This workshop will discuss how to articulate your strengths, what questions to expect, how to address difficult topics, and acing the entire interviewing process.

February 14th at 10:30am: Facilitated by Schenectady

Completing Job Apps - https://bit.ly/GCR2JobApps

Statistics show that approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system (ATS) to screen candidates for job opportunities. Find out how you can prepare and hear suggestions for getting the most visibility out of your online application.

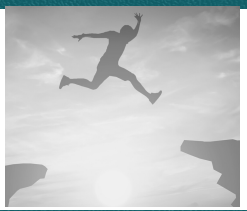
February 16th at 11am: Facilitated by Warren and Washington

Social Media - http://bit.ly/GCRSocialMedia

Your social media presence can make or break your ability to find a job. Don't let your digital footprint hold you back. Learn how to use social media to your advantage in searching for a job and marketing yourself to land the job or career you've always wanted.

February 23rd at 1:30pm: Facilitated by Schenectady

Overcoming Barriers - https://bit.ly/GCR2Barriers



Join us for this informal glimpse into potential stumbling blocks to finding a job and some resources and strategies to help you meet your goals. Whether you're facing transportation needs, childcare needs, prior justice system involvement, inexperience, health concerns, or more - we're here to help connect you to resources!

February 28th at 11am: Facilitated by Saratoga and Fulton-Montgomery-Schoharie

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