

JOB HUNTING WORKSHOPS

Winter 2011-2012 AT THE BEAVERTON CITY LIBRARY

Job Search Strategy **Tuesday, January 3**

- Identify THE step most job seekers fail to make.
- Discover the hidden job market.
- Identify the best & worst job hunting methods.
- Identify your target market

Meeting Room B

Networking **Tuesday, January 17**

- Learn the 3 step elevator speech creation.
- Learn how to build your network like a pro.
- Identify what & who is in your network and what their purpose is.

Meeting Room B

Resumes & Cover Letters **Wednesday, February 15**

- Learn 15 tips that will make your resume great.
- Insider information on how a resume is handled, used and selected.
- Format & content – what you need to know and when you need to use it.

Meeting Room B

Interviewing **Wednesday, February 29**

- Insider information on the hiring process.
- 14 tips for preparing for the interview.
- Researching the company to position yourself; using the library to prepare.

Conference Room

Career Change **Tuesday, March 13**

- Discover the difference between a career change and a job change.
- How to increase your job satisfaction where you are right now.
- Translate your passions into a career.

Meeting Room B

Job Hunting Over 50 **Wednesday, March 28**

- Find out your strengths and interests and how they apply to positions .
- How to adapt oneself to a job pool with all ages
- 15 tips on using your experiences to leverage your appeal. .

Conference Room



Workshops 6:00-8:00 pm on Wednesdays and Tuesdays
No RSVP necessary
but if you have questions about the content
or special needs
please email
dorothy@nextchapternewlife.com

Dorothy Tannahill-Moran is a certified life & career coach. She has 21 years of operational management experience with Intel & has held positions as a vocational instructor & headhunter previous to working at Intel. Dorothy's coaching & programs cover what she calls the "Career Continuum" covering work on: Career Growth, Career Change, Retirement Alternatives & Job Search Strategy, including Executive careers.

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Her website and blog:
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BEAVERTON
C I T Y
LIBRARY

Beaverton City Library
12375 SW 5th St
Beaverton OR 97005
Corner of Hall & 5th St
www.beavertonlibrary.org
Phone: 503-644-2197

Alternative formats or other reasonable accommodation can be provided upon request with one-week notice.
To make a request call (503) 526-2402 or TTY (503) 574-4606.