

Job Search Basics

A Series of Ten Classes

WorkSource Lane at Lane Community College

Tuesdays 9:00-11:00 AM, Bldg. 19, Room 260

Learn about important techniques and strategies you will need for a successful job search. Each week will cover a different topic related to finding employment in today's job market. Meet with other job seekers, and share job leads and information.

Using Skills Language to Impress Employers

January 10, 2012

Learn to describe your abilities and accomplishments in language that "sells" you to employers. Identify your transferable skills and use power words to strengthen your resumes and cover letters.

Understanding Job Announcements

January 17, 2012

Learn to read and analyze job announcements for critical information. Understand what keywords are and how to use them. Read between the lines to identify what employers are looking for.

Using Computers as a Job Search Tool

January 24, 2012

Looking for a job these days requires technological skills. This workshop will introduce you to terminology and some online tools. Discuss ways to save and send your documents. Learn how to manage your files and your time effectively.

Job Trends for the Future

January 31, 2012

Understanding the trends that are affecting the job market will help you plan and direct your career. This look into the future will show you careers that are expected to have high demand and some that aren't.

Researching Employers

February 7, 2012

Learn how to find information about organizations you are interested in and use that information in the job search process. Discover resources and tools that will help you be more prepared.

Using Social Media Effectively

February 14, 2012

Understand what social networking is and why you should do it. Learn about the range of social networking tools and how to match your goals to different methods. Avoid potential pitfalls and build an online identity that gets results.

Completing Job Applications Effectively

February 21, 2012

Learn to express yourself in an application without feeling stressed by the process. Avoid common mistakes and problem issues. Learn how to complete on-line applications, write supplemental materials, and use employment kiosks.

Building Confidence

February 28, 2012

Job search can be disheartening and can leave you feeling deflated. The good news is that self-confidence really can be learned and built on. Learn some strategies for being pro-active and taking charge of your job search efforts.

Interview Practice Lab

March 6, 2012

Practice answering typical job interview questions. Receive feedback about your answers, as well as your verbal and non-verbal habits. This is a great opportunity to get real practice so you will be more prepared for the actual job interview process.

Professional Communication

March 13, 2012

Learn some tips for presenting yourself to employers in a professional manner. We will discuss both written and verbal communication, as well as appearance and computer etiquette. Understand what employers expect from you.



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WorkSource Lane is an Equal Opportunity/Affirmative Action employer.

Auxiliary aids and services are available upon request.

