

# WNY Employment Strikeforce

## Classroom to Career Workshop Series

### Workshop 1 : Resume and Cover Letter

Description: Covering the basics and most updated format that businesses are looking for in a resume and cover letter. Identifying transferable skills and addressing phone and email etiquette including appropriate voicemail and email address.

<u>Thursday, August 24</u> 1:00pm—2:00pm Lackawanna Public Library 560 Ridge Road, Lackawanna, NY 14218	<u>Friday, August 25</u> 1:00pm—2:00pm Buffalo Employment & Training Center 77 Goodell Street Buffalo, NY 14203	<u>Wednesday, September 13</u> 1:00pm—2:00pm The Belle Center 104 Maryland Street Buffalo, NY 14201
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### Workshop 2 : Job Search

Description: Learn the skills to completing both hard copy and online applications and uploading a cover letter and resume. Identify reliable references and review tips to create usernames and passwords for online applications.

<u>Thursday, September 7</u> 1:00pm—2:00pm Lackawanna Public Library 560 Ridge Road, Lackawanna, NY 14218	<u>Friday, September 8</u> 1:00pm—2:00pm Buffalo Employment & Training Center 77 Goodell Street Buffalo, NY 14203	<u>Wednesday, September 27</u> 1:00pm—2:00pm The Belle Center 104 Maryland Street Buffalo, NY 14201
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### Workshop 3: Placing a Job & Keeping the Job

Description: Practice your elevator speech and interviewing skills. Learn the tips for staying in contact and following up with businesses after you apply.

<u>Thursday, September 21</u> 1:00pm—2:00pm Lackawanna Public Library 560 Ridge Road, Lackawanna, NY 14218	<u>Friday, September 22</u> 1:00pm—2:00pm Buffalo Employment & Training Center 77 Goodell Street	<u>Wednesday, October 11</u> 1:00pm—2:00pm The Belle Center 104 Maryland Street Buffalo, NY 14201
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Receive a NYS DOL Certificate of Completion at the conclusion of the 3 sessions.

Call 716-851-2639 to register.