



Are You Ready?



Workforce Solutions can help you be job ready!  
By attending one of our

**JOB READINESS WORKSHOPS**



## **Job Readiness Workshop... EXPECTATIONS:**

Show employers why you are the best choice for the job! Discover job skills you never knew you had!

Information will include:

- Identifying Job Skills
- Completing Applications
- Interviewing Successfully
- How to create a NEW and IMPROVED Resume!
- Customer Service Training

### **Job Skills**

Depending on the field you are seeking, certain employment skills will stand out more to some employers than others. But, overall, what are employers looking for in an ideal candidate?

Let us start out by helping you take an inventory of job skills you already have.

### **Resume**

Learn how to develop a resume that will generate results and stand out in today's job market!

Tips on how to write, format and polish your resume and then – get it into the right hands!

## **Completing Job Applications**

Often the first step! It is important that your job application stand out by being complete, neat and accurate. Why? Employers use it to compare your qualifications to other job seekers!

The Job Readiness Workshop will show you how to:

- Properly complete a job application
- Target your qualifications
- Positively answer tough questions

## **Interviewing Tips**

Interviews are your chance to sell your skills and abilities. They also give you a chance to find out if the job and company are right for you.

Learn how to prepare for the job interview, how to display confidence during the interview and how to answer common interview questions.



## **Customer Service Training**

Employers hire people for the service you, as an employee, can provide to their customers.

Regardless of the job you are seeking, employers value good customer service. Adding Customer Service Training to your application or resume will help you stand out from other job seekers!



## **What will attending the Job Readiness Workshop do for me?**

### **Read what others are saying:**

*"I loved the resume section of the workshop. Employers were impressed with me having a resume to leave!"*

*"Before this workshop I was filling out applications continuously and never received any type of feedback other than companies deciding to go with other applicants. After attending this workshop I know my interview skills were not up to par and I now have the self confidence and initiative to move forward and prosper in life."*

*"The skills that I have learned will always benefit me in the future. I am preparing to take life's next step."*

*"It is good every now and then to get back to the basics and relearn how to look for work and learn the new things that can help you get a job!"*

**To reserve your spot, call today**

**806-765-5038**

Class Times are:

Tuesday	8:00 am – 11:30 am
Wednesday	8:00 am – 11:30 am
Thursday	8:00 am – 11:30 am
Friday	8:00 am – 10:00 am

*The Job Readiness Workshop is a 4-day workshop beginning on Tuesdays at WORKFORCE Solutions South Plains Career Center – Lubbock. FREE parking available at the southwest corner of 14<sup>th</sup> and Avenue L.*

**WORKFORCE Solutions**

**South Plains**

**Career Center**

1218 14<sup>th</sup> Street

Lubbock, Texas 79401

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**[www.spworkforce.org](http://www.spworkforce.org)**

*WORKFORCE Solutions South Plains is an equal opportunity employer/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 711 (voice); 800-735-2989 (TDD); or Relay Texas Spanish 800-662-4954.*