

# PREPARE FOR YOUR CAREER SUCCESS *TODAY!*

The CASE Program at LBCC offers *Free Career Success*

**Workshops.** These workshops will teach you how to create an effective resume and cover letter, find job openings, prepare for interviews, and become a valued employee. Workshops are open to all students on a drop-in basis. Join us and begin preparing for *your* career success today!

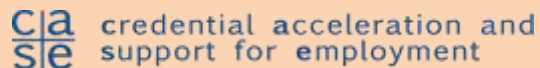


## Creating a Winning Resume and Cover Letter

**Tuesday January 15<sup>th</sup>, 2013 CC 210, 11:00-12:00 pm**

This workshop covers how to write a solid resume, target your experience for specific jobs, and write an eye catching cover letter. Do's and Don'ts are covered. Resume and Cover Letter Templates are provided.

**For More Information Contact the LBCC CASE Program: (541)917-4504**



This workforce solution was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

Equal Employment Opportunity: CASE is a WIA Title I- financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.3458 TTY.

US Department of Labor: The CASE grant project (\$18,679,289) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program.

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## Finding Your Dream Job!

**Tuesday January 22nd, 2013 F 202, Forum Computer  
Lab, 11:00-12:00 pm**

A successful job search starts with knowing how and where to look for jobs. Come learn how to search for job openings, find hidden postings, network, send new listings to your email address, and maximize your opportunities for job hunting success!

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## Disabilities in the Workplace: Strategies for Career Success

**Wednesday January 23rd, 2013 DAC, Diversity  
Achievement Center, 1:00-2:00 pm**

The CASE program and Office of Disability Services (ODS) are co-sponsoring a panel discussion with professionals from human resources and disability support agencies. We will explore career success strategies; advance planning, workplace accommodation requests, interviews, and employment laws. All students and staff are welcome to attend.

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## How to Land the Job!

**Tuesday January 29<sup>th</sup>, 2013 CC210, (Calapooia Center),  
1:00-2:00 pm**

Your resume and cover letter are only part of the equation when applying for jobs. Come to this workshop and discover what employers are really looking for in successful candidates. We will discuss what to wear, common interview questions, what to take to the interview, how to answer difficult questions, and how to prepare for an interview.

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## Using Feedback to Become a Top Performer

**Tuesday March 12<sup>th</sup>, 2013 CC 210, 1:00-2:00 pm**

Many businesses use an annual performance evaluation to provide feedback to their employees. Supervisors will generally evaluate their employees on their ability to complete job tasks, communicate well with co-workers and customers, and overall performance. Evaluations are an opportunity to grow in your job and become a valued employee. This workshop will show you how to use a performance evaluation tool to enhance your career.

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