



**The Education and Work Center in Hanover Park has partnered with
North Suburban Cook County American Job Center to offer a
FREE Basic Resume Creation Workshop and FREE Computer One-On-One Sessions**

May, June and July 2019 Schedule

Need help Creating a Basic Resume? Have Questions about Computers, the Internet or Microsoft Office Programs?

Basic Resume Creation Workshop	One-On-One Sessions
Day: Wednesday or Thursday	Day: Wednesday or Thursday
Time: 2:00pm-5:00pm	Time: 2-3:00PM, 3-4:00PM or 4-5:00PM
Dates:	Dates:
May, 2019 None Scheduled	May 23, 30 2019
June 6, 2019	June 20 2019
July, 2019 None Scheduled	July 10, 11, 17 and 18 2019

FREE Basic Resume Creation Workshop:	FREE One-On-One Sessions:
<ul style="list-style-type: none"> • Group Workshop for 3-hours. • <u>Don't have a Basic Resume?</u> Review Basic Parts of a Resume. Learn about the Layout, Formats, and Optional sections. Learn what doesn't belong. • <i>To get the most out of the workshop-write down and bring your Work Experience/Dates, Skills, Education & Job Credentials to fill in a Resume Template. Bring a USB Drive if you want to start typing & save to a USB or forward to your email.</i> • Step 1-Attend a Basic Resume Workshop • Step 2-Sign up for a One-On-One Session to have instructor assist in completing your Basic Resume from the workshop and type it if needed. • <u>→NOTE- WE DO NOT CRITIQUE RESUMES OR WRITE COMPLEX OR TARGET RESUMES AS PART OF THE BASIC RESUME CREATION SESSION. PLEASE ATTEND A POWER EMPLOYMENT WORKSHOP FOR THIS. ←</u> 	<ul style="list-style-type: none"> • One-On-One Session- 1-Hour with Instructor. • Have Questions about Computers, the Internet, Microsoft Office programs or have a <i>Basic Resume</i> that is already written and needs to be typed in the correct format? • Finish your BASIC RESUME after attending the workshop. • Note-It helps to have an email account when discussing the Internet or we'll help you set up an account. • Step 1- Sign up for a One-On-One Session • <i>Practice will be in Windows 8, Internet Explorer and Microsoft Office 2013.</i> • <u>→NOTE- WE DO NOT CRITIQUE RESUMES OR WRITE COMPLEX OR TARGET RESUMES AS PART OF THE ONE -ON - ONE SESSIONS. PLEASE ATTEND A POWER EMPLOYMENT WORKSHOP FOR THIS. ←</u>

FREE Basic Resume Workshop and FREE One-On-One Sessions Taught At:

(Located in the Hanover Square Shopping Center) -North Suburban Cook County American Job Center at the *Education and Work Center, 6704 Barrington Rd., Hanover Park, IL 60133*

To Sign Up for a FREE Basic Resume Workshop or FREE One-On-One Session:

Visit: The Education and Work Center Mon-Fri 8:30-4:30pm
 Call : 630.634.7412 Hecmari Munoz-Resource Center Specialist/Resource Center Desk
 Email: hmunoz@bcstillinois.org
 Walk-ins: Welcome as long as there's a seat available (Limit 10 for Basic Resume Workshop)

Notes: - Workshop & Sessions are conducted in English. If English is *not* your first language, you can bring someone with you to interpret what instructor is teaching. -Please arrive 15 minutes early to sign in. -If you're unable to attend, *please* cancel 24-hours in advance by calling Resource Center Desk (630.634.7412) so others on the waiting list can use your seat. -Due to our waiting lists, you can only sign up for 1 one-on-one session a month. -*If you're a No Call No Show, don't cancel, or are late 2 times, you cannot register for a seat again. You can be a walk-in and if someone doesn't show up, you may be able to attend a session. (Schedules subject to change).*