



WORKFORCE CENTRAL FLORIDA

FOR IMMEDIATE RELEASE
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WORKFORCE CENTRAL FLORIDA ANNOUNCES DATES FOR OCTOBER JOB SEEKER WORKSHOPS

ORLANDO, Fla. – WORKFORCE CENTRAL FLORIDA (WCF) is offering two new workshops in October to meet job seeker demand, “Introduction to Employ Florida Marketplace” and “WCF Optimal Resume Interview Prep.” These two workshops add to the three existing workshops offered, “Resume Writing,” “Planning & Preparing for the Interview” and “Career Pursuit.” All workshops help boost job seeker employability skills and provide job seekers with a competitive advantage as they search for a new career.

The supercharged skills workshops are offered at no cost, but seating is limited and is offered on a first-come basis. The schedule is as follows:

October 10, 2011

JobVantage - 1563 Florida Mall Ave. Orlando

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

October 11, 2011

WORKFORCE CENTRAL FLORIDA One-Stop Center - 1392 E. Vine St., Kissimmee

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

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October 13, 2011

JobVantage - 4360 East Colonial Dr., Orlando

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

October 14, 2011

JobVantage - 4360 East Colonial Dr., Orlando

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

October 17, 2011

WORKFORCE CENTRAL FLORIDA One-Stop Center - 1415 South 14TH St. Suite 100, Leesburg

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

October 18, 2011

JobVantage - 2884 South Orlando, Ave., Sanford

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

October 19, 2011

JobVantage - 2884 South Orlando, Ave., Sanford

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

October 20, 2011

WORKFORCE CENTRAL FLORIDA One-Stop Center - 1415 South 14TH St. Suite 100, Leesburg

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

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October 24, 2011

JobVantage - 1563 Florida Mall Ave. Orlando

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

October 25, 2011

WORKFORCE CENTRAL FLORIDA One-Stop Center - 1392 E. Vine St., Kissimmee

9:00 a.m. - 10:00 a.m.	Introduction to the Employ Florida Marketplace
10:00 a.m. - 11:00 a.m.	Resume Writing
11:00 a.m. - 12:00 p.m.	Planning and Preparing for the Interview
1:00 p.m. - 2:00 p.m.	Career Pursuit
2:00 p.m. - 3:00 p.m.	WCF Optimal Resume Interview Prep

To register for these workshops, visit www.WorkforceCentralFlorida.com/job-seeker/job-seeker-services/supercharged-skills-workshops.stml.

Workshop Descriptions

Introduction to Employ Florida Marketplace – This seminar, introduces the components of WCF’s online job bank, Employ Florida Marketplace including how to successfully navigate through the system, complete an online resume, search for jobs and create a virtual recruiter.

Resume Writing – This workshop will identify the four major types of resumes; discuss the components of resumes; provide tips and techniques for writing a cover letter; identify skills needed for the desired position; and discuss the most effective methods of conveying job-related and transferable skills.

Planning & Preparing for the Interview – Identify techniques for creating positive first impressions during the interview process. Review commonly asked interview questions, discuss answers to difficult interview questions and learn the best ways to follow up with an employer after the interview.

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Career Pursuit – Discover strategies for an effective job search using a variety of traditional and nontraditional methods and learn how to create a cyber-safe resume. Discuss why a positive attitude is the one critical element for job search success in a tough economy. Learn strategies for organizing and planning a job search, finding jobs using the hidden job market, tips on how to access these unadvertised opportunities and developing strategies to overcome barriers.

WCF Optimal Resume Interview Prep- This workshop provides an overview of how WCF Optimal Resume can help job seekers refine interviewing skills and build a video resume, an online portfolio and a career website.

WORKFORCE CENTRAL FLORIDA (WCF) is the region's workforce expert, offering innovative solutions to assist Central Florida businesses succeed in today's highly competitive workforce, while providing the tools job seekers need to find or advance in their current career.

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