

Winter Quarter, 2012

WorkPlace 101



Wednesdays, 12 to 1PM

Location: W-204F

Workshop Topic:

Date:

Resume Rules to live by

February 1st

Cover Letter Considerations

February 8th

Behavioral Interviewing

February 15th

WorkPlace 101: Workshop Descriptions

All Workshops are on Wednesdays, in room W-204f, from 12noon to 1PM. They are free and open to students, alumni and community members –no registration is required.

WorkPlace 101: Resume Rules to live by

Wednesday, February 1, 12-1pm, W-204F

Resume Writers can be frustrated by conflicting advice. Happily, there are several universal rules that are the foundation of a great resume. Learn these principles and their application in producing a top-notch resume!

WorkPlace 101: Cover Letter Considerations

Wednesday, February 8, 12-1pm, W-204F

When to include a cover letter? What to

WorkPlace 101: Behavioral Interviewing

Wednesday, February 15, 12-1pm, W204F

“Tell me about a time....” “Give me an example of a time...” If these type of questions stop you cold, this workshop is for you. Learn why employers ask these questions, and how to handle a “Behavioral Interview” so you get the job offer!

Career Choice Workshop

This workshop is helpful for students who are trying to choose a career path, want to evaluate their interests, or simply want to learn more about a specific industry. We will provide you with the tools you need, and facilitate a self-directed exploration through the Washington Occupational Information System (WOIS). The workshop is offered the **1st and 3rd Friday of each month** from 10AM to 12PM. **Call 425.739.8113 to sign up and get the location.**

Need a Job?

LWIT Career Services Online

Search and apply for jobs, and post your resume for employers to review!

www.lwtech.edu/findajob



Contact information:

Phone: (425)739-8113

Email: job.placement@lwtech.edu

Website: www.lwtech.edu/erc