<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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</thead>
</table>
| Creating a Resume – 10:00am  
Finding Your Job – 11:30 am  
Ace the Interview – 3:00pm  
Social Media/Tech Ck – 4:30pm  
**MCSD Application**  
**Assistance**  
**3:30-5:30**  | Social Media/Tech Ck – 10:00am  
Ace the Interview – 11:30am  
Finding Your Job – 3:00pm  
Creating a Resume – 4:30pm  
**Resource MFG 9:30-3:30**  
**VITA Vol Training 9-5**  | Comm to Succeed – 3:00pm  
Wrkplc Expectations – 4:30pm  
**VITA Vol Training 9-5**  | Social Media/Tech Ck – 10:00am  
Ace the Interview – 11:30am  
Finding Your Job – 3:00pm  
Creating a Resume – 4:30pm  
**VITA Vol Training 9-5**  | More Jobs – look here  
[www.goodwillsr.org/work](http://www.goodwillsr.org/work)  
Apply for GoodwillSR jobs!  
[www.goodwillsr.org/find-a-job](http://www.goodwillsr.org/find-a-job)  
**VITA Vol Training 9-5**  |}

- **Ask a Career Center Specialist about other Goodwill services that will support your success whether you are interested in GED, ESL, or Goodwill Training Academy**

- **General Orientation** is required and offered Monday – Thursday at 9:15am & 2:15pm and Friday at 9:15am

- **Use this link to becoming a VITA tax volunteer!**  
[www.goodwillsr.org/vita](http://www.goodwillsr.org/vita)

- **Use this link to current job fairs and calendar of events for every location!**  
[www.goodwillsr.org/events](http://www.goodwillsr.org/events)

- **Avoid the holidays from**  
**Closed at 3pm for the Holidays**

- **Closed for the Holiday**

- **Closed for the Holiday**

- **No Workshops Today**
Getting the Job Series. These workshops will give you all the information you need to get the job!

Workshop #1 - Creating a Resume: This workshop teaches you how to write a resume and includes computer time with a team member. Please bring work history (Employer name and address, position titles, dates, job descriptions), and a list of everything you enjoy doing (i.e. fishing, drawing, event planning, etc).

Workshop #2 - Ace the Interview: Learn how to WIN at the interview! The interview skills class is designed for everyone preparing for their next interview.

Workshop #3 - Finding Your Job: Learn about how employers select who to interview and how to fill out application forms.

Workshop #4 - Social Media & Tech Check: Do you have a professional email address? Are there any pictures or posts on social media you don’t want an employer to see? Attend this workshop to get quick help in making sure your social media presence is ready for a good first impression.

Keeping the Job series. These workshops will make sure you have the skills to keep the job.

Workshop #5 - Time Matters: Learn about time management tips and tricks to use at work and at home.

Workshop #6 - Attitude That Works: Learn to understand the importance of having the right attitude at work & the impact that it has on your employment.

Workshop #7 - Communicate to Succeed: Learn how to communicate effectively with employers, co-workers and customers.

Workshop #8 - Workplace Expectations: Learn what behaviors and work ethics employers expect from their employees.

Goodwill Workshop Series
Let us help you Get the Job and Keep the Job.

Everyone that completes the Getting the Job Series:
- Priority assistance with job searching, job applications, and resume preparation
- Referrals to employers
- Goodwill Gift Card
- Access to Mock Interviews by appointment
- Access to Resume Review
- Access to additional Skills 2 Succeed Workshops

See a Career Center Specialist today to learn more about our Workshops

We also offer:

Career Exploration: This lab and workshop teaches you about you! You will learn about your personality in the workplace and filter through your career interests to gain a better understanding of the best career options for you.

Computer Skills: Different computer skills will be offered throughout the year. Check your center for information on available classes.