



Mercer County One-Stop Career Center

26 Yard Avenue
Trenton, NJ 08609
(609) 989-6523



Brian M. Hughes, County Executive

Professional Resource Seminars

April 2011

Monday	Tuesday	Wednesday	Thursday	Friday
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4	5	6	7	8
11	12	Taking Charge of Your Job Search 2-3 p.m.	14	15 Interviewing 101 10-11 a.m.
18	19	20	21	22 Good Friday Offices Closed
25	26	27 Résumé Writing 10-11:30 a.m.	28	29

To Register for these FREE Seminars:

Call (609)989-6989 or email msmith@mercercounty.org

or visit the Mercer County One-Stop Career Center, 26 Yard Avenue, Trenton, NJ

Hours Of Operation: Mon-Fri 8:30 a.m. – 5 p.m. and Tuesdays 8:30 a.m.– 7 p.m.

...Shaping Our Community's Workforce...

Mercer County One-Stop Career Center Professional Resource Seminars

Please bring a copy of your résumé to all seminars.

Taking Charge of Your Job Search

04/13/11

2-3 p.m.

The success of your job search effort depends heavily on the amount of time you invest and the different strategies and resources you utilize. This seminar will prepare you to conduct an effective job search and give you the necessary tools to diversify your approach.

Interviewing 101

04/15/11

10-11 a.m.

This seminar will prepare you to confidently interview with a potential employer. You'll learn the importance of projecting a confident first impression, what questions to ask and anticipate, and how to navigate tough questions. Individual appointments will be scheduled for Interviewing 102 at this seminar.

Interviewing 102

Individual Appointments

Build on the basics from Interviewing 101 and participate in individual role playing exercises. Receive constructive feedback and build your confidence to start your new career.

Résumé Writing

04/27/11

10 - 11:30 a.m.

This seminar will help you prepare a professional cover letter and résumé that will effectively market your skills and abilities to potential employers. You will leave with helpful information, tools and strategies to strengthen your marketability.