



Mercer County One-Stop Career Center

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



Brian M. Hughes, County Executive

Professional Resource Seminars

October 2009

Monday	Tuesday	Wednesday	Thursday	Friday
September 28	29	30	1	2
5	6	7	8 Interviewing 101 2-3 p.m.	9
12 Columbus Day Offices Closed	13	14	15 Interviewing 102 2-3 p.m.	16
19	20 Taking Charge of Your Job Search 2-3 p.m.	21	22 Résumé Writing 11 a.m.-12:30 p.m.	23
26	27	28	29	30

To Register for these FREE Seminars:

Contact Jessica Rivera at (609)989-6989 or jrivera@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.– 7:30 p.m.

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

Mercer County One-Stop Career Center Professional Resource Seminars

Interviewing 101

10/8/09

2-3 p.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. Appointments will be scheduled for Interviewing 102 at this seminar.

Interviewing 102

10/15/09

2-3 p.m.

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.

Taking Charge of Your Job Search

10/20/09

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.

Résumé Writing

10/22/09

11 a.m.-12:30 p.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.