

# Sutton Workshops & Events

## Get Doing!

### Attention Grabbing

#### **Resumes & Cover Letters:**

Discover what's important to employers, how to keep information relevant, and what format will work for you.

#### **Winning Interview Strategies:**

Understand interview methods & questions, explore answers & learn how to prepare.

### Get Effective!

#### **Where's My Next Job?**

#### **Effective Job Search:**

Tap into the hidden job market; conduct research, build and work your network, use social media, make cold & warm calls...and much more!

### Mock Interviews

Take advantage of this one-on-one practice interview session

By appointment only!

### LinkedIn

This workshop explores powerful methods of creating your online presence, expanding your network and maximizing job search opportunities.

### Optimizing Your Job Search

Comprehensive overview providing tips on how to be successful in your job search.

### Mature Worker

Are you over 40? In this informative session you will learn the misconceptions regarding the mature worker.

Call 905.722.1480

for more information or to register.  
All sessions are at NO COST!

[www.yorkworks.ca](http://www.yorkworks.ca)

### Hours of operation:

Mon, Wed, Thurs, Fri - 8:30am - 4:30pm

Tues - 8:30am - 7:00pm

Mon	Tue	Wed	Thu	Fri
	1 	2	3	4 <b>Mock Interview by appointment</b>
7 <b>Career Info Session!</b> <b>PSW</b> 10:00 – 12:00	8	9 <b>Resume &amp; Cover Letters</b> 10:00 – 12:00	10	11
14 <b>Optimize Your Job Search</b> 10:00 – 12:00	15 <b>LinkedIn for Job Search</b> 10:00 – 1:00	16 <b>Resume &amp; Cover Letters</b> 10:00 – 12:00	17 <b>Immigration Services Mobile Outreach</b> 10:00 – 4:00	18 <b>Mock Interview by appointment</b>
21 <b>Second Career Training Information Session</b> 10:00 – 12:00	22	23 <b>Resume &amp; Cover Letters</b> 10:00 – 12:00	24	25  <b>STRONG INVENTORY</b> Ask about this <b>NEW</b> Career Assessment
28 <b>Mature Worker Information Session</b> 10:00 – 12:00	29 <b>Winning Interview Strategies</b> 10:00 – 12:00	30 <b>MEET THE JOB DEVELOPER HIRING EVENT</b> Apply to our available job postings! 10:00 – 12:00 Pre-register for a chance to win an iPad Mini		31

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