

Description of Services

Vista One Stop Career Center

RÉSUMÉ I

This class examines the essential components to writing an EFFECTIVE résumé and cover letter. Learn how to create a focus statement and accomplishment statements, use action verbs, and how to set yourself apart from the competition.

JOB TRANSITIONS

Regaining employment after experiencing a layoff, long-term unemployment, career change and other job changes can be difficult and stressful. Learn new strategies and gain support for navigating today's job market.

RÉSUMÉ II (LAB)

This is a hands-on lab with guidance on formatting, résumé styles, one-on-one assistance and suggestions for improvement.

STRATEGIES FOR FINANCIAL SUCCESS

Learn how to develop healthy money management habits, assess your financial health, set personal goals, and develop a plan to achieve those goals. Create and follow a spending plan, Grow your savings, Improve your credit, Learn about loans and learn tips to improve your financial health.

JUMP START YOUR JOB SEARCH

Looking for a job? Learn to create a job search action plan to land your next job! This workshop will review winning resumes, successful interview skills, increasing your marketability, the hidden job market, and building your professional network.

MEET THE RECRUITER EVENTS: Information sessions with recruiters from major companies in the Scottsdale area. Dress to impress. For information on employers recruiting at Meet the Recruiter events, please contact (480) 312-0058.

INTERVIEW TECHNIQUES

Thursday, October 29, 1:00-3:00pm

Develop and improve your interviewing skills. Learn how to answer difficult interview questions confidently and effectively.

JOB PREP PROGRAM: The Job Prep Program's comprehensive case management services help job seekers successfully overcome barriers to employment. Comprehensive services include assessment, referrals for emergency services, job readiness training, job placement assistance, job retention support services, eligibility screening for training assistance and financial coaching.

LINKEDIN

Learn how and why LinkedIn is an important social media tool for your job search and career path. Develop a professional and ACTIVE LinkedIn profile and learn effective career networking approaches and tips with this online forum.

SCOTTSDALE TEEN EMPLOYMENT PROGRAM (STEP):

The STEP program assists Scottsdale teens, ages 14 to 19, with job readiness training, résumé assistance, mock interviews and job referrals. STEP offers workshops and regular events including the Scottsdale Teen Employment Symposium and the Scottsdale Opportunity Expo. Please contact 480-312-0058 for more information.

COMPUTER BASICS

Learn the basic functions of writing and editing a résumé using Microsoft Word. This workshop will review online job search techniques, online job applications, utilizing basic computer skills and setting up a free email account.

VISTA ONE STOP CAREER CENTER:

The Vista Career Center is an Internet accessible computer lab with access to a fax, copier, printer and scanner to assist in job searching. The Center Hours are Monday through Friday, 8:00 AM to 5:00PM with computer access till 4:45PM. Services are free to all Maricopa County residents.

January 2016

Vista One Stop Career Center

FREE Workshops and Events



Vista del Camino • 7700 E Roosevelt, Scottsdale 85257 • (480) 312-0058 • Center Hours 8AM-5PM – MON thru FRI

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 New Year's Day Career Center Closed
4	5 Computer Basics 9:00AM	6	7	8 Resume I 9:00AM
11 Resume II-Lab 10:30AM	12 Computer Basics 9:00AM	13	14 Jumpstart Your Job Search 10:00AM	15 Resume I 9:00AM
18 Martin Luther King Jr. Day Career Center Closed	19 Computer Basics 9:00AM	20 Interview Techniques 10:00AM	21 Jumpstart Your Job Search 10:00AM	22 Resume I 9:00AM
25 LinkedIn 10:30AM	26 Computer Basics 9:00AM	27 "It's Your Money: Budgeting Strategies & Planning ..." 5:30pm	28 Jumpstart Your Job Search 10:00AM	29 Resume I 9:00AM

Please Note: All Workshops are 2 hours in length, unless otherwise noted. Registration preferred.

Financial Literacy Class

Wednesday, January, 27, 2016

Dinner: 5:30PM | Wksp: 6-7:30PM

"It's Your Money: Budgeting Strategies
& Planning for the Future" By MidFirst Bank

Click [here](#) to learn more.

SAVE-THE-DATE!

Career Fair Next Month

Tuesday, February, 16, 2016

10AM-1PM | Vista Del Camino

Opportunities Including:

Healthcare, Retail, Customer Service, Security,
Banking, Manufacturing and More!!

Call: 480-312-0058 or Email: swilliams@scottsdaleaz.gov

Staff Contacts:

Sheila Williams, MSW, 480-312-0058, swilliams@scottsdaleaz.gov | Noemi Garcia, 480-312-0062, ngarcia@scottsdaleaz.gov

