

**CAYUGA WORKS CAREER CENTER and  
NEW YORK STATE DEPARTMENT OF LABOR  
199 Franklin Street, Suite 204  
Auburn, NY 13021**

**WORKSHOP SCHEDULE**

**August 2015**

1. Please call 315-253-1590 to reserve your spot in the workshop(s) of your choice.
2. **If you cannot attend your selected workshop, please call to cancel or reschedule.**
3. A resume critique is available. You may leave your resume at the front desk for this service.

**Cover Letter Writing**

Attend this workshop and learn how to convey your qualifications to gain an interview.

8 / 3	<b>Cover Letter Writing</b>	9:00 – 11:00 AM	R223
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**On Line Application Workshop**

Attend this workshop and learn to complete an online application to increase your employment prospects.

8 / 4	<b>On Line Application Workshop</b>	9:00 – 11:00 AM	R223
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**Job Searching in the 21<sup>st</sup> Century**

Attend this workshop and learn to use new approaches to landing a new job.

8 / 6	<b>Job Searching in the 21<sup>st</sup> Century</b>	9:00 – 11:00 AM	R223
8 / 13	<b>Job Searching in the 21<sup>st</sup> Century</b>	9:00 – 11:00 AM	R223
8 / 20	<b>Job Searching in the 21<sup>st</sup> Century</b>	9:00 – 11:00 AM	R223
8 / 27	<b>Job Searching in the 21<sup>st</sup> Century</b>	9:00 – 11:00 AM	R223

**When I Grow Up I Want To Be A ...**

Attend this workshop and begin the process of identifying new opportunities for a satisfying career.

8 / 7	<b>When I Grow Up I Want To Be A ...</b>	9:00 – 11:00 AM	R223
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**Resume Writing for Today's Job Market**

Attend this workshop and learn to impress potential employers and gain that important interview.

8 / 10	<b>Resume Writing</b>	9:00 – 11:00 AM	R223
8 / 25	<b>Resume Writing</b>	9:00 – 11:00 AM	R223

**Your Interviewing Skills: A Key to Employment**

Attend this workshop to enhance your interviewing skills and to earn a job offer.

8 / 11	<b>Your Interviewing Skills: A Key to Employment</b>	9:00 – 11:00 AM	R223
8 / 26	<b>Your Interviewing Skills: A Key to Employment</b>	9:00 – 11:00 AM	R223

**Negotiating your Compensation Package**

Attend this workshop and learn the negotiation skills necessary to enhance your compensation package.

8 / 14	<b>Negotiating your Compensation Package</b>	9:00 – 11:00 AM	R223
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**Transferable Skills and Your New Career**

Attend this workshop and identify your current transferable skills and how many other occupations need them.

8 / 17	<b>Transferable Skills and Your New Career</b>	9:00 – 11:00 AM	R208
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**Civil Service: A Pathway to a Rewarding Career**

Attend this workshop and learn how the different levels of government could lead to a rewarding career.

8 / 18	<b>Civil Service: A Pathway to a Rewarding Career</b>	9:00 – 11:00 AM	R223
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**Networking Workshop**

Attend this workshop and learn to enhance your job searching efforts.

8 / 24	<b>Networking Workshop</b>	9:00 – 11:00 AM	R223
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Auxiliary aids and services are available upon request to individuals with disabilities.