



2600 North 20th Ave.
Pasco, WA 99301-3379

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TO PRE-REGISTER, PLEASE CALL
STUDENT EMPLOYMENT AT
542-4875

VISIT US ON THE INTERNET AT
JOBS.COLUMBIABASIN.EDU
JOBS.COLUMBIABASIN.EDU/WORKSHOPS

BROUGHT TO YOU BY
EMPLOYMENT SECURITY, RESOURCE
CENTER, STUDENT EMPLOYMENT,
AND WORKSOURCE COLUMBIA BASIN

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glat, Vice President for Human Resources & Legal Affairs, (509) 542-6548.

Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/TDD at 542-0400. This notice is available in alternative media by request.



**GAIN VALUABLE SKILLS BY ATTENDING OUR
FREE FALL QUARTER CAREER
DEVELOPMENT WORKSHOPS**

FRIDAY, OCTOBER 2 9-10:15AM

**IT'S ALL ABOUT ME –
LET YOUR RESUME DO THE TALKING**

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. The "Write the Right Resume" worksheet is available in Student Employment (upstairs in the HUB) and on the Student Employment Resume Assistance web page: <http://jobs.columbiabasin.edu/resumes>.

FRIDAY, OCTOBER 9 9-10:15AM

**STAND-OUT JOB APPLICATIONS –
WHAT EMPLOYERS WANT TO SEE**

You will complete a mock job application and score yourself as the presenter discusses each entry, its importance, and significance. Learn what information you absolutely need to be prepared to give a prospective employer. Hear what employers look for.

FRIDAY, OCTOBER 16 9-10:15AM

**IT'S ALL ABOUT ME –
LET YOUR RESUME DO THE TALKING**

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. The "Write the Right Resume" worksheet is available in Student Employment (upstairs in the HUB) and on the Student Employment Resume Assistance web page: <http://jobs.columbiabasin.edu/resumes>.

FRIDAY, OCTOBER 23 9-10:15AM

YOU SHINING THROUGH YOUR INTERVIEW

Are you preparing to interview for a job, internship, or scholarship? Being able to handle an employment interview is a necessity. Learn helpful interviewing tips and practice your interviewing skills in a supportive, realistic environment. Opportunity to participate in a mock interview while being taped. Excellent opportunity for on-the-spot feedback. (Please allow two hours for video feedback.)

FRIDAY, OCTOBER 30

9-10:15AM

**IT'S ALL ABOUT ME –
LET YOUR RESUME DO
THE TALKING**

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FRIDAY, NOVEMBER 6 1-2PM

**WHAT DO I WANT TO BE WHEN I
GROW UP?**

Are you interested in learning about occupations or in taking a career assessment? If so, come learn about WOIS. WOIS is an internet-based system that provides information about occupations and careers for schools throughout Washington state.

FRIDAY, NOVEMBER 13 9-10:15AM

**IT'S ALL ABOUT ME –
LET YOUR RESUME DO THE TALKING**

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. The "Write the Right Resume" worksheet is available in Student Employment (upstairs in the HUB) and on the Student Employment Resume Assistance web page: <http://jobs.columbiabasin.edu/resumes>.

FOR MORE INFORMATION OR TO
REGISTER FOR A WORKSHOP, CALL

542-4875

WORKSHOPS ARE FREE TO STUDENTS
AND ALL COMMUNITY MEMBERS

ALL WORKSHOPS ARE IN ROOM W-165

FREE SNACKS WILL BE PROVIDED

FRIDAY, NOVEMBER 20 9-10:15AM

**WRAP YOUR RESUME IN STYLE –
COVER LETTERS & THANK YOU NOTES**

If you're looking for some insight into what else you should send to employers with your resume, this workshop is for you. A single, bland, one-size-fits-all cover letter is a common mistake. Take home a tip sheet for correspondence basics.

FRIDAY, DECEMBER 4 9-10:15AM

**IT'S ALL ABOUT ME –
LET YOUR RESUME DO THE TALKING**

This free resume writing workshop is designed to assist job seekers in developing a resume that demonstrates abilities, qualifications, skills, and attributes. Bring a disk or other removable media to save your resume, and a rough draft resume that includes your work history and completed college courses. The "Write the Right Resume" worksheet is available in Student Employment (upstairs in the HUB) and on the Student Employment Resume Assistance web page: <http://jobs.columbiabasin.edu/resumes>.