

# CARTERSVILLE JOB READINESS EVENT

September 27, 2014  
9:00 a.m. - 3:00 p.m.

**BARTOW COUNTY COLLEGE  
AND CAREER ACADEMY**

738 Grassdale Road, Cartersville, Georgia 31021



**DRESS FOR JOB SUCCESS**  
**INTERVIEWING SKILLS**  
**CREATE A VALUE-BASED RÉSUMÉ**  
**COACHING SESSION**  
**WHAT A CAN DO ATTITUDE CAN DO**  
**IMPRESSION AND ETIQUETTE**

HANDS-ON SERVICES: SOCIAL MEDIA IN JOB SEARCH, PERSONAL BUSINESS CARD, AND ELEVATOR PITCH

Participation at this event will allow "Early Bird Access" at upcoming Career Expo scheduled for October 2, 2014 from 1 pm - 4 pm. A select number of participants will receive a voucher to receive 1 free interview outfit.

**Don't miss this opportunity to prepare for the job of your dreams!**

For questions or more information,  
please submit an email to [SWAT@gdol.ga.gov](mailto:SWAT@gdol.ga.gov)



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DEPARTMENT OF LABOR  
MARK BUTLER, COMMISSIONER

# JOB READINESS WORKSHOPS

## DRESS FOR JOB SUCCESS

Did you know that over 90% of the decisions on who to bring back for a second interview are made during the first two minutes after meeting you? This is why how you look is very important. There is never a second chance to make a good first impression. If you go to an interview dressed properly, you will have a sense of confidence and others will relate positively to your self-assurance. This session will provide you with guidance on appropriate clothing, grooming and accessorizing, styles and trends, as well as making decisions for your job search and interview attire. Your consideration of the combination of these factors can help to make your first impression a positive and lasting one.

## HOW TO CREATE A VALUE BASED RÉSUMÉ

In a time when competition for jobs is intense, you don't just need a résumé, you need a professional résumé that grabs the employer's attention and makes a lasting impression. You need a résumé that says, "I am the candidate that can make the difference. I can make your team a winning team." A résumé is the most important tool you carry with you when you are looking for a job. It is your first meeting with a potential employer, and your chance to make a good first impression -- and a lasting impression. This workshop will provide you with guidance and important tips to make your résumé the most effective it can be.

## INTERVIEWING SKILLS

Gathering background information on employers is a crucial element for successful interview preparation. Know as much as possible about the companies that will be at the job fair. That will allow you to make an interview more interactive and could be just what you need to get ahead in a competitive job market. This session also provides information about the most common interviewing mistakes most people make. It also provides information about the importance of practicing interviewing, allowing you to analyze your presentation of your background and qualifications.

## COACHING SESSION

This your opportunity to talk to hiring professionals from the community. Leading companies will have staff on hand to answer your toughest questions about applications, assessments, and your employment challenges in a way that will help you be more effective in your job search.

## WHAT A CAN DO ATTITUDE CAN DO

Mary Kay Ash said it best, "if you think you can't, you're right". This workshop focuses on increasing positive energy and building enthusiasm, not only in your job search, but in all aspects of your life. Come see what a CAN DO attitude CAN do!

## IMPRESSION AND ETIQUETTE

You have 7 seconds to make a first impression – is it a good one? The old adage is 'You never get a second chance to make a first impression', so let our team help you make a great first impression. From dressing for the interview to handshakes, we cover attire and etiquette issues to help build your confidence in the way you approach a prospective employer.