



Weekly Job Search Classes

All weekly classes are held at the Broomfield Workforce Center

Workforce Center Orientation: Wednesdays, 10:00 a.m. to 11:00 a.m.

New to Workforce Center services? Come learn about what Workforce has to offer.

- How to use WFC services to assist in your job search
- Learn about setting your profile in Connecting Colorado to maximize results
- How to use EMSI Job Coach, find Labor Market Information

Cover Letter and Transferable Skills: Wednesdays, 11:30 a.m. to 12:30 p.m.

Respond to a job advertisement in a way that will increase your chances of getting an interview.

- Learn to identify your basic skills, experiences and strengths
- Learn to write a basic cover letter (including the basic format and information that should be included)
- Learn to write a basic e-mail cover letter
- We will also be discussing word choices. (This portion of the class will help job seekers in both their writing skills and interviewing skills)

Maximize Your Internet Job Search: Thursdays 10:30 to 11:30 a.m.

The internet is a valuable job search tool, but poses some unique challenges with all the information available. Come learn some techniques to maximize your internet job search.

- Advantages and disadvantages of job searching on the internet
- What are the differences between a Job Board, Staffing Agency and Recruiters?
- Learn how to harness the power of a modern search engine
- "Net-working" online - LinkedIn.com, Twitter.com, Facebook, etc.
- Green Jobs - Learn how to access general information online about this growing field

Resume Basics: Fridays, 10:30 to 11:30 a.m.

Bring your resume questions to this interactive class that will teach you the basics of a resume.

- Where to find information to include on a resume
- This is an open format; questions and discussion is encouraged
- Learn the basics of resume preparation
- Learn the standard resume formats and which style is right for you
- Learn about the technical issues surrounding a resume



Broomfield Workforce Center
6650 W. 120th Ave., Unit A-1
Broomfield, CO 80020
(303) 464-5855

