

# Greater Capital Region Career Centers Virtual Workshops

Ready to improve your skills and start on your ideal career pathway? Join the Greater Capital Region Career Centers for FREE virtual workshops on how to market yourself to get and keep the job of your dreams. Contact your local career center today!



# Greater Capital Region Career Center Virtual Workshops

April 6, 2021 at 11am

## TRANSFERABLE SKILLS

*Facilitated by Warren and Albany*

April 7, 2021 at 10am

## RESUME & COVER LETTER DEVELOPMENT

*Facilitated by Rensselaer and Columbia-Greene*

April 13, 2021 at 11am

## INTERVIEW PREPARATION

*Facilitated by Schenectady*

April 14, 2021 at 10am

## GOAL SETTING

*Facilitated by Washington and Albany*

April 15, 2021 at 1pm

## SOCIAL MEDIA

*Facilitated by Schenectady*

April 22, 2021 at 11am

## COMPLETING JOB APPLICATIONS

*Facilitated by Warren and Washington*

April 27, 2021 at 11am

## OVERCOMING BARRIERS TO EMPLOYMENT

*Facilitated by Saratoga and Fulton-Montgomery-Schoharie*

**\*Pre-registration required\***  
Click on the name of the  
workshop to register

Facilitated by Warren and Albany

April 6, 2021  
at 11am

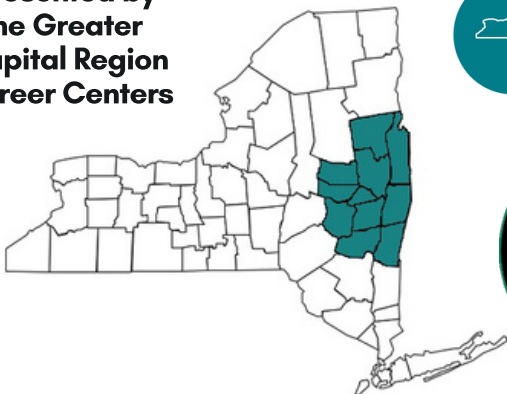
# TRANSFERABLE SKILLS



Transferable skills are qualities you have already acquired which can be used in a different job. Make it easy for employers to see the connection between your qualities and the skillset needed to do the job and market yourself as the solution to an employer's problem. Learn ways to research the employer's needs then identify and show them that you have these skills.

Pre-registration required, click the workshop title above or go to:  
<https://zoom.us/meeting/register/tJwkfuqrqT4sGtX6H62X-EoAvkY1oS2yIj8V>

Presented by  
the Greater  
Capital Region  
Career Centers



Facilitated by Rensselaer and Columbia-Greene

April 7, 2021  
at 10am

# RESUME & COVER LETTER DEVELOPMENT

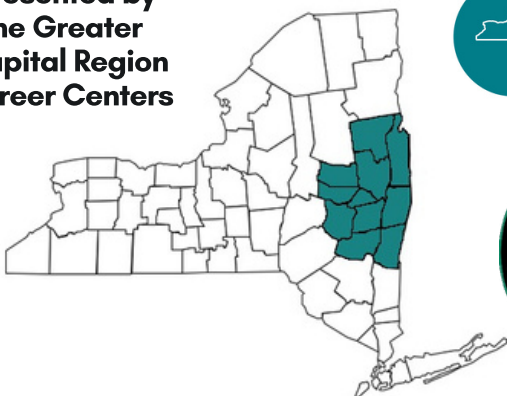


Your resume and cover letter are crucial components that can set you apart from other candidates when applying for a job. This workshop will present the basics of a powerful and effective cover letter including formatting, tailoring to the job, and getting through the online application process to land an interview.

**\*Please bring a rough draft of your resume\***

Pre-registration required, click the workshop title above or go to:  
<https://zoom.us/meeting/register/tJEqfu2trj0vHNLpTKIYCPKhjJ00rbNb7gJZ>

Presented by  
the Greater  
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Career Centers



Facilitated by Schenectady

April 13, 2021  
at 11am

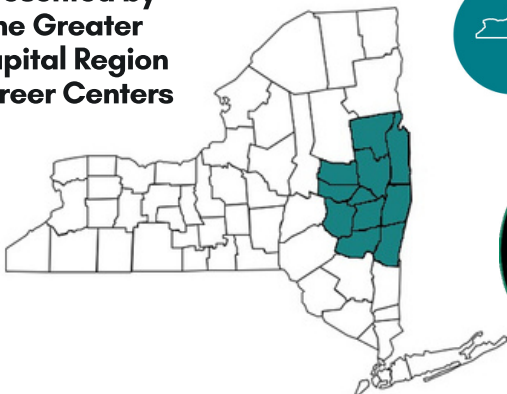
# INTERVIEW PREPARATION



A job interview is the opportunity for an employer to see if you are a good fit for the position and the company - and it's a chance for you to see if they fit your needs as well. This workshop will discuss how to articulate your strengths, what questions to expect, how to address difficult topics, and acing the entire interviewing process.

Pre-registration required, click the workshop title above or go to:  
<https://zoom.us/meeting/register/tJEoceCqpzgtHd1Xk7x6Zfz-FbtUsLOOde1t>

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Facilitated by Washington and Albany

April 14, 2021  
at 10am

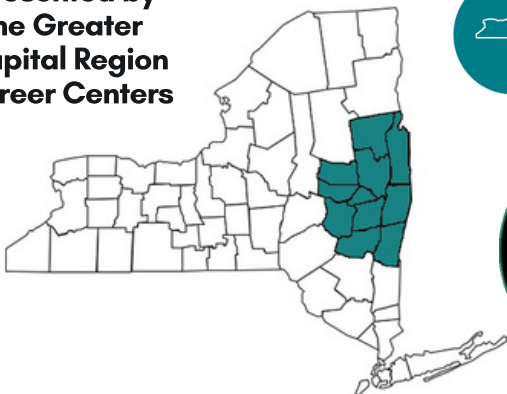
# GOAL SETTING



Goals are what take us forward in life. They are the first step to every journey we take. In this workshop we will explain how goal setting works, why goals are important, and take home more helpful resources to help you get started.

Pre-registration required, click the workshop title above or go to:  
<https://zoom.us/meeting/register/tJUod-itrD8rGdIRntCMtF84Ci5B3zkoyNDT>

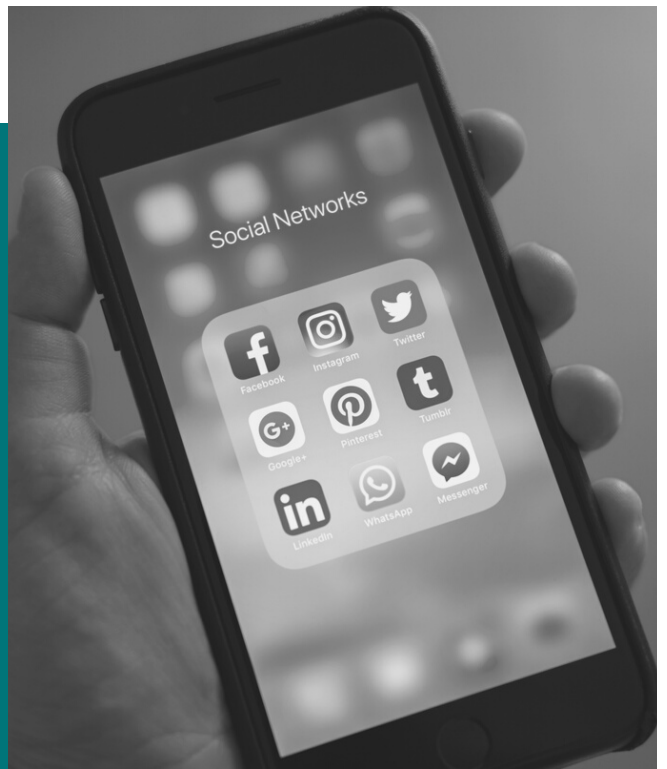
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Facilitated by Schenectady

April 15, 2021  
at 1pm

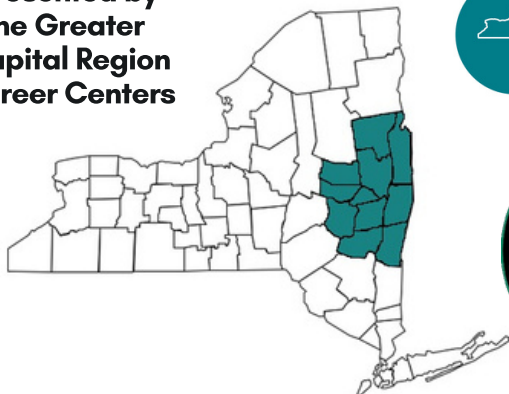
# SOCIAL MEDIA



Your social media presence can make or break your ability to find a job. Don't let your digital footprint hold you back. Learn how to use social media to your advantage in searching for a job and marketing yourself for the job you've always wanted.

Pre-registration required, click the workshop title above or go to:  
[https://zoom.us/meeting/register/tJEuf-2srj4uGtNXD\\_b-mtOTwiQPG1zM5uT4](https://zoom.us/meeting/register/tJEuf-2srj4uGtNXD_b-mtOTwiQPG1zM5uT4)

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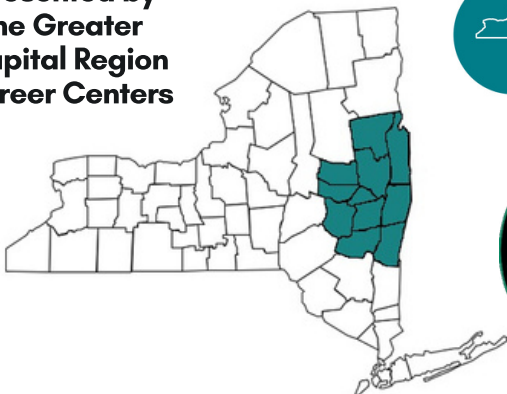
# COMPLETING JOB APPLICATIONS



Statistics show that approximately 50% of mid-sized companies and almost all large corporations use an applicant tracking system (ATS) to screen candidates for job opportunities. Find out how you can prepare and hear suggestions for getting the most visibility out of your online application.

Pre-registration required, click the workshop title above or go to:  
<https://zoom.us/meeting/register/tJcpcuGtpzlrGtGVFAnKt64XNNp6laMS8-yS>

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Capital Region  
Career Centers





Facilitated by Saratoga and Fulton-Montgomery-Schoharie



April 27, 2021  
at 11am

# OVERCOMING BARRIERS TO EMPLOYMENT

Join us for this informal glimpse into potential stumbling blocks to finding a job and some resources and strategies to help you meet your goals.

Pre-registration required, click the workshop title above or go to:  
[https://zoom.us/meeting/register/tJ0kcuiprjsrG9ywry\\_-TRi4ibpeo9P0YEpm](https://zoom.us/meeting/register/tJ0kcuiprjsrG9ywry_-TRi4ibpeo9P0YEpm)

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