



## *Center for Professional Development*

### **Getting a New Job, Now**

This three-hour highly interactive workshop focuses on where and how to find a job which fits what you are looking for. By attending this course you will learn multiple methods and strategies necessary for locating locally, regionally and nationally available jobs. You will also receive tips on how to prepare mentally for the job search process; gain greater insights on how to read and understand job descriptions so they are better able to match personal goals and qualifications to the job; and discover what employers are (and are not) looking for when they screen applications, cover letters, and resumes.

Jumpstart your search by knowing:

- Strategies and sources for locating job information.
- Techniques for mentally preparing to meet the challenge of job searching.
- Methods for determining personal qualifications and those needed to get an interview.
- What employers are looking for and what they want to avoid.

**Targeted Audience:** Anyone currently looking for or considering new employment or assigned to help hire new employees.  
Employers wanting to help employees leave their company

**Date:** TBA

**Time:** 5:30pm – 8:30pm

**Cost:** \$35

**Location:** Edison College, Campus and room to be announced.

**Instructor:** TBA

**Seats are limited, so register today!**

**Advance registration and payment is required**

**For registration form and information, email [celee@edison.edu](mailto:celee@edison.edu)**

**OR download from [www.edison.edu/lee/ce](http://www.edison.edu/lee/ce)**