



# JOB READINESS SEMINAR

## HOW TO EFFECTIVELY PRESENT YOURSELF IN THE CURRENT JOB MARKET



Whether you are actively looking for your next career opportunity or just want to stay current on the latest job

transition trends, we can show you how to make yourself stand out from the crowd. Learn to sharpen your cover letters, resumes and interviewing skills. Learn what potential employers are really looking for and some of the common mistakes to avoid. We will also touch on how to use networking, social media and other tools to effectively connect with people.

- Résumés
- Cover Letters
- Interviewing
- Job Search
- Social Media
- Networking

**Available Virtually**

**Please contact the Career Center for more information**



**YOU ARE WELCOME TO BRING A SNACK OR LIGHT LUNCH!!**

**Please call 440.285.1116 to Register**



12480 Ravenwood Drive  
Chardon, OH 44024  
Boardroom 2

