

5 STEPS TO YOUR NEXT JOB: MARCH 2019

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- Dates: Monday, March 18 to Friday, March 22
- Time: 1:00 pm to 3:00 pm, each day
- Location: Cook Memorial Library, 413 N Milwaukee Avenue, Libertyville, IL
- Reservations: Email mmueller@lakecountyil.gov or call **847.377.3439**

Meet with a career team from Lake County Workforce Development during the week!
Attend all 5 workshops to earn your 5 Step Certificate.

Testimonials from previous participants

“5 Steps taught me how to market myself and my skills, assisted me with my resume and gave me key points on how to interview! There is so much about social media I didn't know. 5 Steps helped fill those gaps for me. I'm very thankful I had the opportunity to attend this workshop.”

“Every presenter was knowledgeable and friendly. By midweek, my confidence improved, I was more focused and eager to learn more. 5 Steps rocks!”



Cook
Memorial Public
Library
District



Job Center of Lake County






An Illinois **workNet** Center

TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE

A proud partner of the **americanjobcenter** network

5 STEPS TO YOUR NEXT JOB

In this interactive workshop series, you will:

-  **Monday** Align yourself with current workforce demand. Inventory your skills. Research local trends. Use online tools to determine your next job move.
-  **Tuesday** Set short term and long term career goals! Find free training resources and funding options to take your career to the next level. Get organized and begin.
-  **Wednesday** Fully document your knowledge, skills and experience with written tools including: applications, social media, email, letters, and resumes. Describe how you are the unique solution to fill an employer's needs.
-  **Thursday** Identify target companies. Develop an elevator speech. Practice networking techniques.
-  **Friday** Prepare for and ace your next interview! Rehearse specific responses to behavioral interview questions. Learn how to follow up after an interview and negotiate salary and benefits.