



Resume Workshops now available!

Oakland Private Industry Council will be holding

Resume Workshops

at the Oakland Career Center

1212 Broadway Avenue Suite 100 1st floor

Oakland, CA 94612

every Thursday from 12:00 p.m. to 1:00 p.m.

1st floor computer lab.

For more information call: 510 768-4400

Please sign up prior to the workshop dates at the reception desk!

At this workshop you will:

- Create your own professional resume in different file types
 - (PDF, Microsoft Word, Text format)
- Learn how to use resume templates to be effective and stand out on its own.
- Tips on a good cover letter and reference sheet
 - How to upload your resume and apply to a potential employer online
 - Basic Email 101

(How to obtain an email address, organizing your email correspondence and much more!)

Basic requirements for this workshop:

- 1) Have your job and personal history ready
- 2) Flashdrive USB 2.0 2 GB minimum (optional)
- 3) Email address required
- 4) Some experience with the computer desired.
- 5) *You must be enrolled in the WIOA program to attend*