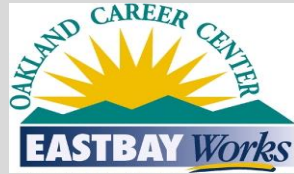




The Oakland Private Industry Council offers workshops, classes, resources and programs to help you in your job search!



260 Grand Avenue
Oakland, CA 94610
510 858-OPIC (6742)
Website: www.oaklandpic.org



A complete resource area to access the Internet, search employment job sites, fax, printing and copy services. We have job listings, CalJobs database and resource links to aid you in finding training and employment!



- One on One support for job search with a Employment Counselor
- Job Referrals and On-Site Recruiting Events
- Vocational Training or On-the Job Training Opportunities
- Supportive Services based on individual needs (Transportation, clothing, tools, textbooks and union dues)
- Adult and Young Adult (18+) Re entry (formerly incarcerated, probation and parole)



THE ART OF INTERVIEWING

- What you need to know to have a successful job interview
- Tips on an effective resume and cover letter for interviewing
- Phone and Mock Video Interviews



Resume Workshops
Create A Professional Resume
Use of Social Media
Cover Letters/References
Internet Online Applications

Individual Resume Review Sessions

Bring your own resume for a personal one on one consultation!



4 KEYS TO SUCCESS JOB SEARCH SKILLS WORKSHOP
Preparing For The Job Search
Getting And Keeping The Job
Interviewing /Resume Writing



Need a High School Diploma?
Free GED classes and services



FREE! NEW USERS COMPUTER CLASSES

Whether you are an *experienced* user or just *beginning*,

- Learn how create professional documents using **Microsoft Word**
- Be able to pass employer's computer assessments tests to be hired!
- Introduction to **Excel** and **PowerPoint**
- Navigate around your internet desktop, printer queue and Windows explorer

A certificate of completion will be issued for each class session!



The Oakland Private Industry Council, Inc. on behalf of the Oakland Workforce Investment Board manages the Oakland Comprehensive One-Stop Career Center, a member of EASTBAY Works. The OPIC is an equal opportunity employer and program operator. Auxiliary aids and services are available upon request to individuals with disabilities. For TDD services, please call: 1 800 735-2922