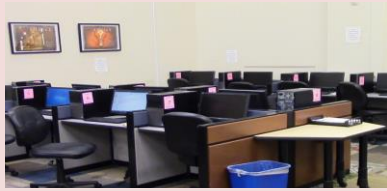
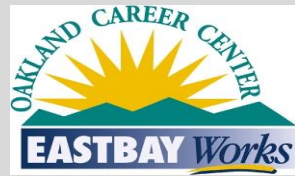




The Oakland Private Industry Council offers workshops, classes, resources and programs to help you in your job search!



268 Grand Avenue  
Oakland, CA 94610  
510 858-OPIC (6742)  
Website: [www.oaklandpic.org](http://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