



Are You Looking for a Job?

Your Illinois Department of Employment Security Invites You to attend our
**Job Interview, Resume Development, and Applicant Tracking System
Virtual Workshops**

What: Job Interview Workshop (Virtual)

When: Thursday, September 18th, 10:00 a.m. – 11:00 a.m.

Where: Online- Use link listed below to register

Workshop Topics Include:

- First Impressions
- Types of Job Interviews
- Job and Career Portfolio
- References
- Interview Questions
- Other Useful Tips

What: Resume Development Workshop (Virtual)

When: Tuesday, September 23rd, 11:00 a.m. – 12:00 p.m.

Where: Online- Use link listed below to register

Workshop Topics Include:

- Understanding Job Postings
- Applicant Tracking System (ATS)
- Resume Types
- Building the Resume / Data Sets
- Job & Career Portfolio
- Cover Letters
- Applications
- Career Fairs
- Translating Military Skills

What: Applicant Tracking System Workshop (Virtual)

When: Thursday, September 25th, 11:00 a.m. – 12:00 p.m.

Where: Online- Use link listed below to register

Workshop Topics Include:

- What is an ATS?
- Online Applications & the ATS
- How to Beat the ATS
- Keyword Tools
- Formatting the Resume
- Job Postings & Your Resume
- Cover Letters

Register for the workshops you want to attend by using the following link:

<https://illinois.webex.com/webappng/sites/illinois/webinar/webinarSeries/register/35817eb181f74fcb869a65fafc18edfd>

Use the links provided above to attend one of the scheduled virtual workshops. You can join a meeting from your computer, mobile device, phone, or a video system. Pick the one that works best for you. Don't miss your opportunity to brush up on necessary skills to make you job-ready.

This event is sponsored by the Illinois Department of Employment Security

Make Sure Your Resume is on Illinoisjoblink.com

Illinois businesses are hiring. And they are looking for workers on illinoisjoblink.com. Job seekers can build multiple resumes to emphasize different skills and experiences. Business owners can use keyword matching technology to search resumes and find the best candidate. Illinoisjoblink.com is free for workers and employers. It compares favorably to private efforts that cost hundreds of dollars. No-cost HR recruitment services are available at the website and at (877) 342-7533.



IllinoisJobLink.com

Find a Job/Find an Employee