



## Are You Looking for a Job?

Your Illinois Department of Employment Security Invites You to attend our  
**Resume Development and Advanced Job Searching I & II  
Virtual Workshops**

**What: Advanced Job Searching I (Virtual)**

**When:** Wednesday, December 10<sup>th</sup>, 11:00 a.m. – 12:00 p.m.

**Where:** Online- Use link listed below to register

**Workshop Topics Include:**

- Google
- Job Board Tricks
- Networking
- Social Media Management
- Facebook

**What: Advanced Job Searching II (Virtual)**

**When:** Thursday, December 11<sup>th</sup>, 11:00 a.m. – 12:00 p.m.

**Where:** Online- Use link listed below to register

**Workshop Topics Include:**

- LinkedIn (Thorough)
- Visual Resume
- Job & Career Portfolio
- E-Portfolio

**What: Resume Development Workshop (Virtual)**

**When:** Wednesday, December 17<sup>th</sup>, 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

**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](http://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.



*Find a Job/Find an Employee*