



Are You Looking for a Job?

Your Illinois Department of Employment Security Invites You to attend our Virtual or In-Person **Resume Development Workshop**, and our **Virtual Employment Negotiations Workshop**

What: Resume Development Workshop (Virtual or In-Person)

When: Tuesday, March 24th, 11:00 a.m. – 12:00 p.m.

Where: Online- Use link listed below to register **OR** In-Person at the American Job Center- 101 E. Edwardsville Road, Wood River, IL 62095 (northeast entrance in the back)

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
- Resume Preparation
- Mistakes to Avoid

What: Employment Negotiations Workshop (Virtual)

When: Thursday, March 26th, 10:00 a.m. – 11:00 a.m.

Where: Online- Use link listed below to register

Workshop Topics Include:

- Identifying Experience
- Identifying Salary Range
- Benefit Negotiation
- Answering the Salary Question
- Other Negotiable Items
- Tips and Things to Avoid

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.

