



# JOB ASSISTANCE AUGUST 2017

## PRC PRESENTS @ GLEN ELLYN PUBLIC LIBRARY

400 Duane Street • Glen Ellyn, IL 60137

### Job Hunting Best Practices

August 1<sup>st</sup>, 9:30 AM - 11:00 AM

### The Strategic Resume

August 2<sup>nd</sup>, 7:00 PM - 8:30 PM AND

August 3<sup>rd</sup>, 9:30 AM- 11:00 AM

### JOB FAIR 101 - WHEATON

August 17<sup>th</sup>, Thursday, 1:30 PM - 3:00 PM

Job Fairs are an opportunity that should be embraced. Go in prepared, dressed for success, and willing to make your pitch. Learn how to navigate a job fair and discover the hidden value of a job fair.

### JOB FAIR

SENATOR TOM CULLERTON & PRC HOST JOB FAIR

August 23<sup>rd</sup>, Wednesday, 10:30 AM to 2:00 PM

(Veterans at 10 :00 AM)).

The Odeum 1033 N. Villa Ave., Villa Park

### Professional Mock Interviews with Parkway Bank

WHEATON August 25<sup>h</sup>, Friday, 1:00 PM- 3:00 PM

Increase your interview IQ and build confidence by participating in a professional mock interview conducted by Parkway Bank. This is a perfect opportunity to receive valuable feedback from hiring managers. There are only 8 appointments available so register asap through your Job Coach or by email: jkimak@peoplesrc.org.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Glen Ellyn Lib Job Hunting 9:30 - 11:00 SE Orientation 2	2 Glen Ellyn Lib Strategic Resume 7:00 - 8:30 pm	3 Glen Ellyn Lib Strategic Resume 9:30 - 11:00	4	5
6	7	8 WTN Orientation 1	9 WTN Orientation 2	10	11 SE Orientation 1	12
13	14	15 SE Orientation 2	16	17 WHEATON Job Fair 101 1:30-3:00	18	19
20	21	22 WTN Orientation 1	23 Sen Cullerton Job Fair 10:30-2:00 WTN Orientation 2	24	25 WHEATON Pro Mock Interviews 1:00-3:00 SE Orientation 1	26
27	28	29 SE Orientation 2	30	31		

**Need extra help learning email or applying online for jobs? .**  
**Attend Open Learning where an Instructor is available to assist you.**

### Open Learning in the Computer Training Center

#### WHEATON Open Learning Hours

Monday ..... 11:30 am - 1:00 pm

Wednesday ..... 11:30 am - 1:00 pm

Friday ..... 11:30 am - 1:00 pm

#### WESTMONT Open Learning Hours

Tuesday .....1:00 pm - 3:00 pm

Wednesday .....8:30 am - 11:30am

Thursday .....5:30 pm - 7:30 pm

#### PEOPLE'S RESOURCE CENTER

(630) 682 - 5402 ext. 333

201 S. Naperville Rd., Wheaton, IL 60187

104 Chestnut Ave. Westmont, IL 60559

www.peoplesrc.org

