The 914th Airlift Wing Invites the entire Niagara falls ARC community to Participate in one of the Informational Sessions Focused on

Moving Forward in the World of Work: Interactive Resume Writing, Interview Skill Building and Job Preparation Workshops

Dates: *Sat, 2 June & Sat, 9 June*
Time: *1130-1300*
Location: *The Heritage Center (CAC)*

These workshops are open to the entire Niagara Falls ARC Community

Contact Brande Newsome to RSVP at brande.newsome@us.af.mil

Walk-ins are also welcome

These sessions will prove to be informative for all who are looking to either secure employment or progress in their current place of work

Join us on either Saturday, 2 June or 9 June and speak with experts from the <u>NYS Department of Labor</u> on the topic of job preparation as we assist you in planning for our August 2012 Job/Educational/Resource Provider Fair

<u>These sessions will focus on:</u>

- Essential things to know when preparing a cover letter and resume
- Tips to keep in mind in preparation for the interview process
- Ways to capitalize on your skill sets and military development as you market yourself to employers
- Increasing your chances of being the top pick for job placements