



New Year –

New Career!



Looking for a job? Looking for a BETTER job?

Then plan to attend one or all of these workshops will provide basic skills for anyone (and everyone!) who has ever wondered why they are not finding a job or landing the job they want. Facilitated by Workforce Specialists, you do not have to attend all three classes.

Classes will be from 6:00-7:00 p.m. and held at KANSASWORKS (332 E. 8th St.)

- **January 17:** Job Searching and Completing Applications (paper and online)
- **January 24:** Writing Cover Letters and Resumes (if you have a resume please bring it)
- **January 31:** Interview Preparation and Thank You Notes

Pre-registration is required – Please call Linda Koci at KANSASWORKS Hays (785.625.5654) prior to the day of event.



www.kansasworkforceone.org



This program is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for disability accommodations may be made by contacting Linda Koci at the Hays Workforce Center at (785) 625-5654, TDD: 711 or 1-800-766-3777, Linda.Koci@ks.gov. Requests should be made at least ten (10) working days in advance of event.