



COUNTY of CUMBERLAND

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Public Library & Information Center

NEWS RELEASE

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Job Search 2012

Teaching Employment Secrets for Today's Market

Cumberland County Public Library & Information Center offers a four-part series of classes, **Job Search 2012**, which assists job seekers with the skills needed to navigate today's employment market. This updated version of a well-received series examines every step of the search process, including finding job opportunities online, preparing résumés, researching prospective employers and interviewing skills. The classes are offered on four consecutive Fridays at 10 a.m. at Headquarters Library. People seeking employment, whether currently out of work or simply seeking to change jobs, are encouraged to attend.

The first session, **Job Search Secrets and Strategies** on September 14, offers proven techniques for locating the right job. Searching through Monster.com or looking through the ads in the paper might not be the best way to look for openings. Participants in this class learn about tools that can help, and traditional techniques that can actually slow down a search.

The second installment, **Writing Killer Résumés and Cover Letters** on September 21, looks at the three basic kinds of resumes, and techniques for writing powerful detail oriented content. The class also looks at cover letters—and the debate over whether to include one or not.

Finding Insider Information on Employment Prospects, a step often neglected by job seekers, is revealed in the third class on September 28. Many times candidates walk into interviews knowing little about the company where they may invest years of effort. It is as critical to ensure that the

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company meets the candidate's expectations, as it is the reverse. Participants in this class learn how to how to check out prospective employers before applying, and how to use research to gain a competitive advantage over interview rivals.

For many job seekers, interviewing is the most terrifying part of the entire process. Sweaty palms and lack of preparation can lose an otherwise promising opportunity. **Acing the Interview**, the final session on October 5, will help. The topics covered include dressing for success and proven techniques for answering even the most terrifying interview questions. Participants will leave feeling more confident and better equipped with the skills necessary to ace any interview.

Participants must register for these free classes online at www.cumberland.lib.nc.us or by calling 483-7727 ext. 202. Computers used for this program are provided by a Golden LEAF Foundation grant.