



COUNTY of CUMBERLAND



*Public Library & Information Center*

*Winner of the National Medal for Museum and Library Service*

## NEWS RELEASE

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### **Job & Career Training @ Your Library**

*Fine-tune your research skills and your personal resources*

Cumberland County Public Library is offering several programs specifically for job seekers and those needing to fine-tune their personal resources and skills for job advancement. Starting in August, a four-part Job Search Boot Camp kicks off on Mondays at Headquarters Library (300 Maiden Lane). This Boot Camp is a popular resource for job seekers throughout the county and offers a number of practical tips on résumés, cover letters, interview skills and job search techniques. The annual job fair at Headquarters Library will be held Sept. 21.

A full list of Job & Career programs follows:

#### **Cover Letter Writer's Workshop**

Thursday, Aug. 4                      2 p.m.                      Headquarters Library

Cover letters are one of the most difficult parts of the job application process. Learn tips and tricks for making your cover letters a cut above the rest.

#### **Franchising and Entrepreneurial Career Options - Part One**

Tuesday, Aug. 9                      10 a.m.                      North Regional Branch (855 McArthur Road)

Wed., Aug. 10                      10 a.m.                      Clifffdale Regional Branch (6882 Clifffdale Road)

Introduction to Franchising. Explore franchising as an entrepreneurial option. Have your questions answered by Career Transition and Business Coach Terence West, Sr. of The Entrepreneur's Source.

#### **Résumé Makeover**

Thursday, Aug. 11                      2 p.m.                      Headquarters Library

Bring in your résumé and take it to the next level. Get your questions answered about formats, wording and all the little details that can take your résumé from standard to stand-out.

## **Job Search Boot Camp**

### **Search Secrets and Strategies**

Monday, Aug. 22          6:30 p.m.          Headquarters Library

Learn proven strategies for locating the right job for you, tools that can help and how traditional techniques may actually slow down your search.

### **Writing Killer Résumés and Cover Letters**

Monday, Aug. 29          6:30 p.m.          Headquarters Library

Learn the secrets of writing killer résumés and whether you need a cover letter or if you can skip it entirely.

### **Finding Insider Information on Employment Prospects**

Monday, Sept. 12        6:30 p.m.          Headquarters Library

Discover the research you need to gain the competitive edge. Find inside information to ensure your next employer meets YOUR expectations.

### **Acing the Interview**

Monday, Sept. 19        6:30 p.m.          Headquarters Library

Discuss proven techniques for answering even the most terrifying interview questions. Leave the class feeling confident, comfortable and ready to ace your interview.

## **Franchising and Entrepreneurial Career Options - Part Two**

Wednesday, Aug. 17      10 a.m.              Cliffdale Regional Branch

How to Choose the Right Business Model and Funding Options. Explore which business model is best for you and investigate funding options for your new venture. Presented by Career Transition and Business Coach Terence West, Sr. of The Entrepreneur's Source

## **Career Readiness Certificate Training**

Wednesday, Aug. 24      10 a.m.              Bordeaux Branch (3711 Village Drive)

Learn about taking the first step toward getting certified with a portable credential verifying your skills in three areas: Applied Math, Reading for Information and Locating Information.

## **Franchising and Entrepreneurial Career Options - Part ThreeF**

Wednesday, Aug. 24      10 a.m.              Cliffdale Regional Branch

Unlocking Your Career Potential. Learn how to overcome fears and establish your financial goals. Presented by Career Transition and Business Coach Terence West, Sr. of The Entrepreneur's Source

## **NCWorks Basics**

Thursday, Aug. 25        11 a.m.              Spring Lake Branch (101 Laketree Blvd.)

Learn about all of the resources available through the NCWorks website, including job searching, résumé creation and labor market analysis.

Registration is required for all these programs by calling 483-7727 or registering [online](#). Computers for these classes are provided by NCWorks Career Center and Workforce Development.