

TELL & SELL YOUR TALENTS

A **six part workshop** for
marketing your skills and **obtaining employment**



SCHEDULE

SIX WEDNESDAYS

6:30 – 8:00 PM

October 14

21

28

November 04

11

18



Through hands-on, skill building exercises
YOU will gain and practice the abilities to:

SESSION 1 **DEFINE** your transferrable & saleable skills
Conduct an inventory of the roles, tasks and activities you've done. Then, **define** the specific skills and talents you want to use—to sell—in a new job.

SESSION 2 **WRITE** a dynamic resume
Construct and **compose** a concise, compelling story of your transferable abilities, talents and skills.

SESSION 3 **CREATE** a professional on-line profile
Build an on-line profile that promotes your resume and empowers you to conduct quick, on-line applications

SESSION 4 **FIND & EVALUATE** job listings
Identify and **evaluate** job opportunities found via on-line job search engines and/or employer websites.

SESSION 5 **SUBMIT** thorough on-line applications
Outline the required information for efficiently and accurately completing on-line job applications.

SESSION 6 **MASTER** persuasive interview skills
Perfect communication techniques for selling your skills, defining the true tasks of a job & asking for a new opportunity.

TO APPLY:

Call Mary Von Seggern at: 206-749-7546
Or, e-mail mvonseggern@seattlemca.org