



CSN
COLLEGE OF
SOUTHERN NEVADA

Division of Workforce and Economic Development

Job Search Workshop

Course length: 4 consecutive days, 9:00AM – 3:30PM / Cost: \$374 (this includes a one-time, new student fee)

Course Description:

The Job Search Workshop is a short-term intensive course that provides an in-depth overview of the job search process and the practical applications needed to gain employment. Some computer functions related to the job search, such as basic internet and MS Word usage, will also be covered. All participants will leave the course having completed a resume and cover letter. When appropriate, CSN staff will also assist participants with job referrals and/or additional follow-up services.

At the conclusion of the training participants will demonstrate an understanding of:

- **Strategies to navigate the job search and interview process**
- **Effective interviewing skills**
- **The proper attitude and appearance needed for a successful interview**
- **How to prepare a resume and cover letter**
- **How to create a free web-based email account for the job search**
- **How to conduct a computerized job search and online job application**

FALL 2009 SCHEDULE AND CLASS LOCATIONS:

| DATES | DAYS | LOCATION |
|-----------------------------|-------------|---|
| August 31 – September 3 | Mon-Thu | CSN Green Valley Center (Rm 113) |
| September 21 – September 24 | Mon-Thu | CSN Sahara West Center (Bldg A, Rm 119) |
| October 5 – October 8 | Mon-Thu | CSN Green Valley Center (Rm 113) |
| October 19 – October 22 | Mon-Thu | CSN Sahara West Center (Bldg A, Rm 119) |
| November 3 – November 6 | Tue-Fri | CSN Green Valley Center (Rm 113) |
| December 7 – December 10 | Mon-Thu | CSN Green Valley Center (Rm 113) |
| December 14 – December 17 | Mon-Thu | CSN Sahara West Center (Bldg A, Rm 119) |

CSN Green Valley Center, 1560 Warm Springs Rd., Henderson, NV (next to Green Valley High School)
CSN Sahara West Center, 2409 Las Verdes St., Las Vegas, NV (near the intersection of Valley View and Sahara)

For more information, contact Matt Vanada at (702) 651-4495 or matthew.vanada@csn.edu