



REMOTE WORKSHOPS

Please visit our website at www.masshireholyoke.org for workshop dates and times, and how to access them.

How to Write a Resume:

Most employers today require applicants to provide a resume. If you are new to resume writing, this virtual workshop will review the elements of resume formatting, and how to create a resume from scratch, including headings, employment history, qualifications, and education. You will learn about different resume types and which might be most appropriate for you.

Training Opportunities:

Interactive webinar covering the eligibility and application process involved in participation in the Unemployment TOP program, the Workforce Innovation Opportunity Act (WIOA) and other community training programs as available. If interested, at the conclusion of the webinar, each participant will be scheduled for a meeting with a Career Counselor.

Interviewing Skills:

During this interactive webinar you will know the steps to prepare for a successful virtual or in-person interview, draft a Personal Commercial, and practice questions and answers to enable you better able to relate your skills and accomplishments in ways to show how you can help the employer. The Information Interview and salary negotiations also will be discussed.

Networking Workshop

Networking is an important and oft unused job search tool to access the “hidden job market.” This webinar provides suggestion for creating a successful networking plan, as well as providing a description of the Information Interview process

Reinventa La Búsqueda de Trabajo:

Revisitamos las herramientas que utilizamos para buscar trabajo y las aplicamos a nuestra presente situación en la Pandemia. Aprenderás sobre donde están los trabajos y lugares en el web gratis que puedes utilizar para aprender nuevas destrezas que te ayudaran a tener una exitosa búsqueda de trabajo.

Revisit Your Job Search:

In this interactive workshop we revisit job search tools and apply them to the present situation under the Covid-19. You will learn where the jobs are and about free websites where you can learn new skills that will improve job search opportunities.

On-Line Applications:

More and more employers now require job seekers to complete on-line applications. This virtual workshop provides step by step advice on how to best complete an on-line application.

On-line Job Search:

Most employers post their job openings on job search engine sites, such as Job Quest and Indeed. Job seekers need to be able to navigate to these websites, know how to identify positions of interest, and how to effectively apply for them in the ways required by the employer. This virtual workshop walks you through the steps needed to successfully complete that process.

HCC Grants Information Session:

Throughout the year, Holyoke Community College offers free training programs in a number of different vocations. The webinar provides an overview of current offerings and the process to apply for them.

Resume Review By Phone:

Already have a typed resume? Is it formatted appropriately? Does the content represent you effectively? Is the style appropriate for your job search? Have a one to one conversation with a counselor who will critique your resume and offer suggestions to strengthen it.