



Re-joining the Workforce

FREE career workshops with Leisa Antonio. Enjoy upskilling in a supportive environment and feel confident applying for new jobs.

Tuesday, 4 April, 9.00am to 12noon

Returning to Employment for Parents and Seniors

Tuesday, 11 April, 9.00am to 12noon

Writing Tailored Modern Resumes in 2023

Tuesday, 18 April, 9.00am to 12noon

Addressing Selection Criteria & Cover letters



Willagee Community Centre,

Cnr of Archibald St and Winnacott St, Willagee

Bookings essential, to book call **9364 0848** or email

wccbookings@melville.wa.gov.au

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City of
Melville



Re-joining the Workforce

Returning to employment for parents and seniors - Tuesday 4 April, 9.00am to 12noon

Are you a Parent/Guardian, senior or someone who is recovering from an injury who is considering starting a new career or returning to employment? Throughout this workshop we'll explore job search themes including challenges, information, barriers, and benefits to provide you with strategies and helpful hints and tips towards gaining suitable employment.

Topics covered include:

- Addressing gaps in your Resume,
- Uncovering your transferable skills, knowledge and attributes,
- Navigating problem solving to overcome barriers,
- General job searching information.

Writing Tailored Modern Resumes in 2023 - Tuesday 11 April, 9.00am to 12noon

Resumes are one of the best ways to stand out to a prospective employer.

At this workshop you'll hear about:

- What's included in a modern-day Resume,
- How to clearly structure your information,
- Writing Resumes tailored to specific job applications,
- Different ways to submit Resumes to apply for jobs.

You'll receive an emailed copy of your own editable WORD Resume template to keep.

Bring along any copies of current Resumes for a Resume review if you wish.

Addressing Selection criteria & Cover letters - Tuesday 18 April, 9.00am to 12noon

Compiling a Selection Criteria or Cover Letter can be a necessary requirement for many job applications nowadays. This workshop explores:

- What selection criteria is,
- What format to use for Selection Criteria and Cover letters,
- How to address each Selection Criteria,
- How to write a tailored Cover Letter,
- Examples of Selection Criteria and Cover Letters with lots of time for questions.