

# February 2024



facebook.com/selacowib   
twitter.com/selacowib



**MAKE YOUR JOB SEARCH A FULL-TIME COMMITMENT!**

**CALL US TODAY: 800-481-6555**

Online Calendar: [www.selacowdb.com](http://www.selacowdb.com)

**America's Job Center of California (AJCC) - Cerritos**  
10900 E. 183<sup>rd</sup> St., SUITE 392, Cerritos CA, 90703 (562) 402-9336  
Monday to Friday 8am – 5pm

●●●● *Schedule is subject to change without notice. Please call to verify* ●●●●

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>**To attend the VIRTUAL ONLINE CAREER CENTER ORIENTATION, LABOR MARKET INFORMATION Workshop or CalJOBS NAVIGATION Workshop, please go to caljobs.ca.gov "Events Calendar" to register online. For registration assistance, please send contact information via Email to: <a href="mailto:WSB122CRTSlinbox@edd.ca.gov">WSB122CRTSlinbox@edd.ca.gov</a> at least 24 hours prior to the orientation.</b></p>	<p><b>*PLEASE be enrolled with SELACO WDB (WIOA) before attending any Job Club or SELACO WDB weekly job search workshops (green text). To attend the SELACO VIRTUAL JOB CLUB or VIRTUAL Job Search Workshops (green text), please contact your SELACO Case Manager / Career Development Specialist to request the log-in information or Email <a href="mailto:tammyf@selaco.com">tammyf@selaco.com</a></b></p>	<p><b>1</b></p>	<p><b>2</b></p>	
<p><b>5</b></p> <p><b>Virtual Workshop</b> <b>*11am to Noon</b> Skills Discovery; It's a Real Eye Opener!  <b>1:00—3:30:</b> <b>Meet with a CalFresh Representative- See 2/8</b></p>	<p><b>6</b></p> <p><b>9am - 4pm:</b> Veterans Peer Access Network (VPAN) Representative Onsite</p>	<p><b>7</b></p> <p><b>**10am to 11am</b> Online Career Center Orientation  <b>Virtual Workshop</b> <b>*11am to Noon:</b> Application Tips Everyone Should Know  <b>11:50am to 1pm:</b> Lunchtime Leaders Toastmasters Club (Visitors Welcome!)</p>	<p><b>8</b></p> <p><b>**9:00am –</b> HYBRID - Labor Market Information (LMI) Workshop <b>9am-4pm: PATH Rep. Onsite Virtual Workshop</b> <b>*11am to Noon:</b> Cover Letter Key Ingredients</p>	<p><b>9</b></p> <p><b>*10am to Noon</b> <b>IN-PERSON</b> <b>Job Club</b> Attend this job search support group until hired!</p>
<p><b>12</b></p> <p><b>*1pm to 4pm</b> Skills Discovery; It's a Real Eye Opener!  <b>*3pm</b> <b>Youth JOB CLUB</b></p>	<p><b>13</b></p> <p><b>IN-PERSON Workshop</b> <b>*1pm to 4pm</b> The Job Hunt Begins  <b>9am - 4pm:</b> Veterans Peer Access Network (VPAN) Representative Onsite</p>	<p><b>14</b></p> <p><b>**10am to 11am</b> Online Career Center Orientation  <b>Virtual Workshop</b> <b>*11am-12pm:</b> Resumé Tips!  <b>11:50am to 1pm:</b> Lunchtime Leaders Toastmasters Club (Visitors Welcome!)</p>	<p><b>15</b></p> <p><b>**10:30am</b> IN-PERSON - CalJOBS en Español / Spanish Workshop  <b>IN-PERSON Workshop</b> <b>*1pm to 3pm Part 1:</b> Job Interview Preparation <b>9am-4pm: PATH Rep Onsite</b></p>	<p><b>16</b></p> <p><b>*10am to Noon</b> <b>Virtual</b> <b>Job Club</b> Attend this job search support group until hired!</p>
<p><b>19</b></p>  <p><b>SELACO AJCC, Cerritos</b> <b>CLOSED: Presidents' Day</b></p>	<p><b>20</b></p> <p><b>10am to 2pm:</b> <b>VETERANS</b> Employment Workshops Drop-ins are welcome!  <b>9am - 4pm:</b> Veterans Peer Access Network (VPAN) Onsite</p>	<p><b>21</b></p> <p><b>**10am to 11am</b> Online Career Center Orientation  <b>11:50am to 1pm:</b> Lunchtime Leaders Toastmasters Club (Visitors Welcome!)</p> <p><b>IN-PERSON Workshop</b> <b>*1pm to 4pm:</b> Great Resumés Get Interviews</p>	<p><b>22</b></p> <p><b>**10:30am</b> HYBRID – CalJOBS Workshop in Mandarin. <b>9am-4pm: PATH Rep Onsite (Making it Home) Rep onsite.</b> <b>IN-PERSON Workshop</b> <b>*1pm to 3pm Part 2:</b> Mock Interview Practice &amp; Feedback</p>	<p><b>23</b></p> <p><b>*10am to Noon</b> <b>Virtual</b> <b>Job Club</b> Attend this job search support group until hired!</p>
<p><b>26</b></p> <p><b>Youth Re-Test Day</b> <b>Improve Your Score!</b>  <b>10am – 4pm</b> <b>Job Recruitment!</b> <b>MDH Network</b></p>	<p><b>27</b></p> <p><b>9am - 4pm:</b> VPAN Representative Onsite  <b>9:30-Noon</b> Meet with a CalFresh Rep.  <b>IN-PERSON Workshop</b> <b>*1pm to 4pm:</b> Apps, Cover Letters &amp; Thank You Notes</p>	<p><b>28</b></p> <p><b>**10am to 11am</b> Online Career Center Orientation  <b>11:50am to 1pm:</b> Lunchtime Leaders Toastmasters Club (Visitors Welcome!)</p>	<p><b>29</b></p> <p><b>IN-PERSON Workshop</b> <b>*1pm to 4pm:</b> How to Be a Super Star Employee!</p>	

SELACO WDB is an equal opportunity employer/program operator, serving the following eight cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY 562-403-2125, CRS (800) 735-2922. The SELACO WDB's Adult and Dislocated program is fully funded by a grant award totaling \$2,786,628 (100%) from the US Department of Labor with \$0.00 (0%) financed from non-federal sources.

# THE JOB SEARCH ROAD TRIP

## - JOB SEARCH SKILLS COURSE



### • Your First Destination! - Skills Discovery

Embark on a journey in self-exploration. Discover your strengths and learn how to talk about your skills that sell your value to an employer. Examine your job history and identify what qualities you have that would be of value. Prove to the employer that you have what they are looking for in a job candidate by giving your best personal examples. Get in the driver's seat and sign into your CalJOB's account for Career Exploration, Online Skills Assessments and Job Matching!



### • Your Second Destination! - The Job Hunt Begins

Continue on your path and discover the best ways to look for a job. Find out how to access the hidden job market and why 80% of available jobs are not advertised! Develop a strong networking inventory and cold calling techniques. Learn how to use yp.com to find companies that could hire someone with your skills. Find out how, YouTube, LinkedIn and other social media can increase your job search success.



### • Your Third Destination! - Paper, Paper, Paper

Applications, Cover Letters and Thank You Notes. Navigating a job application can be challenging, especially online! You'll learn how to fill in your salary expectations, describe why you left your last job and how to make a good first impression. Cover letters can be more important than your resumé! Find out why in this hands-on cover letter writing class. Examples will be given. Go that extra mile by writing a thank you note that will help the employer remember you and your qualifications. Stand out from the crowd!



### • Your Fourth Destination! - Job Interview Preparation and Practice

You've traveled this far and maybe you got a job interview. This is your time to shine because the interview lands the job offer, not the resumé. Ease those job Interview jitters with preparation and practice. Killer Questions and Killer Answers will be discussed. Learn the value of PAR and how to prove your skills to an employer with a short story. Find out what to do before, during and after the job interview. Write out your answers and practice mock interviewing in a safe classroom environment. Receive and offer feedback. Come back and revisit this workshop until you feel confident and prepared.



### • Your Fifth Destination! - Great Resumés Get Interviews!

Your resumé may leave you lost and now you're running out of gas! Learn what it takes to get the reader's attention in 8 seconds! Create a Summary of Qualifications and learn how to customize your resumé to match your qualifications with the requirements of a job lead. Write an objective or a career summary. Address employment gaps and shorten your resumé to just one or two pages. Eliminate filler words and choose action words instead. Examples and a resumé check list will be provided.



### • The Final Stretch! - Be a Super Star Employee

You're nearing your final destination. This workshop offers an opportunity to learn to become the employee that you would be proud to be. Once we arrive at a new job, there is much to know about how to keep that job. Discover how to tackle new employee jitters, polish up that workplace etiquette, face your fears, cope with anxiety, handle mistakes like a professional and reap the benefits of a great attitude. Discover how to satisfy employer expectations, fit in with workplace culture, go the extra mile, survive office politics and deal with difficult people. These skills will benefit both you and your employer.



### • Your Final Destination - Job Club (Attend Until You Get Hired!)

Congratulations! You just completed your Job Search Road Trip. Rest a spell and pull over at the SELACO Networking Success Team (SNST). Here's a great opportunity to network with other job seekers, establish job search goals, plan and make a job search TO-DO list, share the latest job fair information, make new friends, exchange job leads, give and receive motivation and inspiration in a supportive and friendly environment. Learn how to join the online SNST Job Club on LinkedIn where you can find out about jobs, events, news and tips! Every Second Friday features the LinkedIn Low Down and Social Media Information share sessions.

**Please be enrolled with SELACO Workforce Development Board (SELACO WDB) before attending any of the job search workshops. Enrollment is cost-free! Ask our friendly staff about how to enroll.**